

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 1, 1998

**SUBJECT:** REVISED DEFINITION OF PERSONNEL COMPLAINT, MODIFICATION OF PERSONNEL COMPLAINT PROCEDURES AND REVISION OF COMPLAINT RELATED FORMS

**EFFECTIVE:** January 1, 1998

**PURPOSE:** This Order informs Department personnel of certain revisions to the investigation of personnel complaints. Additionally, this Order deactivates the Personnel Complaint Form 1.81, and activates the Complaint Form, Form 1.28.0, the Personnel Complaint Statistical Information, Form 1.19, is retitled Complaint Statistical Information and the Personnel Complaint Index, Form 1.80, is retitled Complaint Index.

**BACKGROUND:** The definition of a personnel complaint is expanded to include complaints that may not fall within the definition of misconduct as defined by Manual Section 3/805.25. In addition, the Department is establishing a monitoring system for *all* complaints, *whether amounting to misconduct or not*. This will ensure that all complaints will be treated in a similar manner and enable the Department to track the investigation and disposition. The ability to track, refer to and retrieve all complaints will enhance the public's confidence in the Department's handling of complaints. Moreover, the Department will benefit in its acquired ability to compare the total number of complaints to the number of complaints which amount to employee misconduct.

For many years, the Department has used the "Miscellaneous Memorandum" to classify those personnel complaints in which the final disposition did not fall within the definitions of *Sustained, Not Resolved, Exonerated or Unfounded*. Independent studies of the Department's complaint system found discrepancies with, and criticized the use of Miscellaneous Memorandum as a disposition. This Order eliminates the classification of Miscellaneous Memorandum and establishes seven new classifications for the disposition of a complaint when none of the allegations falls within the above four specified classifications.

The Complaint Form shall be used to document complaints that were previously noted on fact sheets and in response to letters of complaint. It shall also be used to document public complaints which were previously noted as resolved on comment cards and Sergeant's or Watch Commander's Daily Reports.

Additionally, this Order incorporates into the new complaint process the adjudication of all Failures to Appear, Failures to Qualify and Preventable Traffic Collisions.

**POLICY:** The policy of this Department shall be to record **all** complaints from the community and complaints of misconduct from within the Department and, *except as otherwise noted*, to keep records of their classification and disposition on Complaint Histories and in the Training Evaluation and Management System (TEAMS). It is further the policy that Complaint Histories and TEAMS will be a tool for inquiry and investigation and shall **not** be used as a substitute for an employee's personnel file. If an officer appears to be getting more than an above average amount of credible complaints, a supervisor should be prompted by this information to investigate as to whether a pattern actually exists and what, if anything, should be done. Such patterns may lead to non-punitive counseling or training. *The supervisor may not, however, conclude from raw numbers that an officer is currently or has been a "problem" employee or is guilty of misconduct.* The use of information contained in TEAMS is subject to the provisions of Section 3/405 of the Department Manual.

**Note:** This does not preclude the use of a *modified* TEAMS report by interview panels for advanced paygrade or civil service promotions when such report limits the disciplinary history to sustained complaints.

Evidence of a pattern of conduct may be considered by a commanding officer in adjudicating a complaint of misconduct as well as by a Board of Rights. In considering evidence of a pattern of conduct or a prior sustained complaint(s), the nature, relevancy and recency of the evidence or complaint should be considered in determining the appropriate weight to be given this information.

As has always been the policy, credible patterns of misconduct and/or sustained complaint(s) in relevant categories will influence selection for a coveted assignment, advancement, personnel evaluation, and may be temporarily disqualifying for a specific position.

**PROCEDURE:**

- I. **COMPLAINT - DEFINED.** The definition of a complaint is expanded to include any complaint, anonymous or identified, regarding Department service, policy or procedure, claims for damages (which allege employee misconduct), or employee misconduct, regardless of whether

the complaint alleges misconduct as defined by Section 3/805.25 (Misconduct Defined).

**II. COMPLAINT - HOW RECORDED.** Complaints shall be accepted from any source: written, in-person, telephonic, or electronic. The requisite information shall be recorded on the Complaint Form, Form 1.28.0. The front side of the Complaint Form shall be used to record statistical information which will be entered into a database with a brief summary of the complaint. The back side of the Complaint Form shall be used to document the preliminary investigation by the supervisor who initiated the complaint. The complainant's statement, letter, or claim for damages, if any, shall be attached to the form.

**A. Failures To Appear, Failures To Qualify, and Preventable Traffic Collisions.** All Failures to Appear (FTA), Failures to Qualify (FTQ), and Preventable Traffic Collisions (PTC) shall be recorded on a Complaint Form. It is the responsibility of commanding officers to take appropriate corrective action which may involve, but is not limited to, counseling, training or action other than formal discipline. Formal discipline will only be required when other forms of corrective action for similar occurrences have proven ineffective, as demonstrated by repeated occurrences within a period of time, when other aggravated circumstances exist, when there is a PTC involving a violation of the pursuit policy, or other misconduct is involved.

**Note:** A commanding officer may recommend formal discipline for a first occurrence of a FTA, FTQ or PTC if he or she deems it appropriate for the proper adjudication of a particular incident. In such instances, the commanding officer shall articulate the rationale for the adjudication in the administrative insight.

**B. Calls For Service.** Supervisors shall conduct a preliminary investigation of complaints involving delays in calls for service. The delayed response of a patrol unit or a detective failing to conduct a follow up interview due to workload, is not considered a complaint, but rather a delay in providing service and no Complaint Form, Form 1.28.0, is required.

**Example 1:** A patrol unit does not respond to a low priority call for 30 minutes due to the amount of code two calls being dispatched.

*Example 2: A detective fails to conduct an in person interview as required for a Hate crime, and instead conducts a telephonic interview due to workload.*

If the preliminary investigation discloses there was **negligence** rather than a delay in providing service due to workload (e.g., call lost when passed from one unit to another at change of watch), a Form 1.28.0 shall be completed.

III. **REQUIRED DOCUMENTS.** For all complaints in which a specific employee is accused of misconduct, the employee's TEAMS report shall be forwarded with the completed investigation for the purposes of the commanding officer's review during the adjudication process. Additionally, the Personal and Work History Summary, Form 1.06.0, and/or the Personal and Work History Continuation, Form 1.06.3, shall be forwarded with any FTA, FTQ, or PTC investigation when the histories show any prior FTA, FTQ, or PTC. Neither the TEAMS nor the Personal and Work Histories shall be included or listed as addenda to the investigations.

IV. **CLASSIFICATIONS FOR DISPOSITION OF PERSONNEL COMPLAINTS.** The following classifications are in addition to those delineated in Manual Section 3/820.20 (Classification of Complaints) for the disposition of complaints. The additional defined dispositions are as follows:

A. **Sustained-No Penalty.** The investigation supports sustaining the allegation; however, "No Penalty" is the appropriate disposition. In all cases, appropriate corrective action shall be taken which may involve, but is not limited to, counseling, training or action other than formal discipline. In *limited circumstances*, other misconduct may also be disposed of with Sustained-No Penalty. The rationale for the adjudication shall be clearly articulated in the administrative insight.

*Example: A first occurrence of failure to qualify, failure to appear in court or a preventable traffic collision that does not involve a violation of the pursuit policy.*

B. **No Misconduct.** The investigation of an employee's action or inaction did not identify any allegation of misconduct, as defined by Manual Section 3/805.25, or the complainant has been identified by Internal Affairs Group (IAG) as a chronic/crank complainer and the investigation showed no evidence of any



misconduct, or the allegation is demonstrably false and the complainant appears to have an obvious mental deficiency.

*Example:* The complainant alleged that the officer looked intimidating when he issued her a citation, but the complainant could not articulate any specific information which amounted to employee misconduct; or the complainant alleged that the officer discharged a laser beam from their patrol car, causing him or her pain.

- C. **Policy/Procedure.** The nature of the investigation dealt solely with a complaint against a Department policy or procedure;

*Example:* The complainant alleged that the police helicopter was deployed in the neighborhood, making excessive noise; however, it did not appear to be flying lower than normal.

- D. **Incomplete Investigation.** The investigation could not be thoroughly or properly investigated. This may be caused by a lack of cooperation by the complainant and/or witnesses, or the absence of a critical interview which was necessary to proceed with the investigation, and/or the available physical evidence or witnesses' statements are insufficient to adjudicate the complaint.

*Example:* An anonymous complainant telephones the Department alleging that a Los Angeles police officer assaulted an unknown individual and provides a specific day and location. No further information is available and the investigation is unable to identify the source of the complaint or the involved parties.

- E. **No Department Employee.** The investigation revealed that no Department employee was involved.

*Example:* The investigation revealed that the acts alleged against unknown Department officers were, in fact, committed by private bounty hunters or employees from another agency.

- F. **Withdrawn by Chief of Police.** The Chief of Police may withdraw the allegation(s) (generally sustained) or charge(s) in the best interest of the Department when:

\* On the advice of the City Attorney, imposing

- discipline is legally prohibited, or would subject the Department to civil liability; or
- \* In the interest of justice and/or fairness, the allegation would be better adjudicated outside the Department, e.g., by a court of competent jurisdiction, or the alleged act is minor misconduct and/or significant time has passed; or
  - \* Evidence used to sustain a charge is unavailable or has been lost, stolen or destroyed; or
  - \* Other articulable reasons.

The rationale for withdrawal of an allegation or charge shall be articulated in writing.

- G. **Duplicate.** When a preliminary investigation of a complaint reveals the incident is the same as another complaint already under investigation (Complaint Form [CF] number assigned), the complaint shall be cross referenced with the master CF number of the investigation which is related to the duplicate. Any additional or new information shall be noted as part of the supervisor's preliminary investigation and forwarded to IAG which will close the duplicate complaint, cross reference the CF number to the master complaint CF number, and forward the additional information to the appropriate investigators.

*Example:* A complainant initiated a complaint in-person at Wilshire Community Police Station. A co-complainant initiated a complaint by telephone to the duty room the next day. CF numbers were issued for both complaints; however, upon receipt of the duty room complaint at Wilshire Community Police Station, it was found to be a duplicate of the in-person complaint. The complaint from the duty-room was closed and the CF number cross-referenced with the CF number (now considered the master number) of the in-person complaint which was already under investigation.

#### V. SUPERVISORS' RESPONSIBILITIES.

- A. **Complaints Made In-person.** When a supervisor becomes aware of a complaint, the supervisor shall:
- \* Listen to the complainant;
  - \* Take appropriate action to prevent aggravation of the incident;
  - \* Interview the complainant and other involved parties;
  - \* Document the complainant's statement on the

Statement Form, Form 3.11.20, and request his or her signature. If the complainant refuses to sign the Statement Form, indicate "complainant refused to sign" in the appropriate space and, when possible, immediately present a copy of the completed statement to the complainant. Indicate on the Complaint Form whether the statement was provided to the complainant immediately or mailed the next day due to extenuating circumstances;

- \* In cases involving misconduct, provide the complainant with the Complaint Information Advisory Form, Form 1.81.16, and request that he or she read and sign the form as required by Penal Code Section 148.6; if a signature is refused, write "refused" on the Complaint Information Advisory Form. After the complainant has read the Form 1.81.16, elicit a statement to ensure there is complete understanding. If the complainant does not appear to have an understanding of the Form 1.81.16, it shall be read to him or her in a professional, advisory manner and then obtain his or her signature of acknowledgement;
- \* Conduct a preliminary investigation;
- \* Attempt to resolve, explain, or remedy the complaint to the satisfaction of the complainant, with consideration to the nature of the complaint and the best interest of the public and the Department;

**Note:** Regardless of whether a consensual resolution of the complaint may be achieved through the intercession of a supervisor, the complaint must still be recorded, investigated and classified. The outcome of any intercession shall be included in the investigation of the complaint as a necessary element of its final disposition.

- \* Make notification to the employee's commanding officer;

**Note:** For cases that may subject the Department to severe criticism or liability, notifications shall also be made to the Commanding Officer, Internal Affairs Group.

- \* Document the investigation, interviews, explanations made, actions taken, and the complainant's final response on the Complaint Form and attach any related documents; and,

- \* Immediately forward the Complaint Form with all appropriate attachments, to the concerned employee's commanding officer who will forward it to IAG within two days, or in the event of a weekend or holiday, the next business day.

**Exception:** When the complained-of conduct is of a nature that the integrity of the investigation might be jeopardized by reducing the allegations to writing, the concerned supervisor shall verbally report to the concerned employee's commanding officer, who shall notify the Commanding Officer, Internal Affairs Group. The Commanding Officer, Internal Affairs Group, shall be responsible for ensuring the Complaint Form is subsequently completed.

**B. Complaints Made Other than In-Person.** When a division or Area receives a complaint other than in-person, (i.e., written, telephonic, electronic) a supervisor shall:

- \* Complete the Complaint Form and attach the related correspondence, documents and statements;
- \* In cases involving an anonymous complainant, a reasonable effort shall be made to identify the complainant.
- \* In cases involving misconduct, where the complainant is known, mail a copy of the Complaint Information Advisory Form;
- \* Make notification to the employee's commanding officer whenever the complaint alleges employee misconduct; and,
- \* Immediately forward the Complaint Form with all appropriate attachments, to the concerned employee's commanding officer who will forward it to IAG without delay.

**C. Short Form Section.** To facilitate the completion of a Complaint Form in cases involving internal neglect of duty complaints such as FTA, FTQ, PTC, failure to take a report, or loss of a radio or other equipment, a Short Form section has been added to the back of the Complaint Form. A complaint may be handled using the Short Form section when all of the following criteria are met:

- \* The employee admits the misconduct;
- \* The complaint is generated internally;
- \* There are a minimal number of witnesses and addenda;



- \* The allegation covers neglect of duty only;
- \* The Short Form is completed within five working days; and,
- \* If more than one employee, the employees are assigned to one command.

The supervisor shall conduct an investigation, if appropriate, to ensure there is no other misconduct. The front of the Complaint Form and the Short Form section shall be completed. The section, "Brief Summary of Complaint," shall be used to explain the circumstances of the incident. This section shall be followed by the allegations(s) against the employee(s). Allegations shall be numbered in order. Employee/witness responses shall follow the allegations. These responses should be brief (no more than a paragraph) and indented from the left margin. Neither tape recorded interviews, attached statements, nor a separate investigation report are necessary. The commanding officer's adjudication shall immediately follow (*See Commanding Officers' Responsibilities*).

#### VI. INTERNAL AFFAIRS GROUP.

- A. **Initiating a Complaint.** When IAG receives any complaint, IAG shall:
- \* Complete a Complaint Form, documenting the preliminary information only and attach the related correspondence, documents, and statements;
  - \* Issue a CF number;
  - \* Assign and forward the Complaint Form to the appropriate division/Area for appropriate action; and,
  - \* Mail an acknowledgment of the complaint to the complainant with the CF number referenced.
- B. **Issuance of CF Number.** Internal Affairs Group will issue CF numbers for all complaints initiated under the new definition, including letters of complaint, attached correspondences, duty room referrals, claims for damages and litigation (which imply employee misconduct), and complaints received from all sources throughout the Department, regardless of whether the complaint alleges employee misconduct.
- C. **Notification to the Chief of Police.** Internal Affairs Group shall, as soon as practicable after becoming aware of serious misconduct, verbally notify the Chief of Police.

## VII. COMMANDING OFFICERS' RESPONSIBILITIES.

- A. **Initiate Investigation.** Upon receipt of a Complaint Form with a CF number issued, commanding officers shall ensure that a supervisor promptly investigates the complaint.
- B. **Alleged Employee Misconduct - Disposition.** When the nature of the complaint alleges employee misconduct, or when employee misconduct is discovered during a preliminary investigation, the investigation shall be reported using the format previously established for personnel complaint investigation and disposition reports. The cover letter shall be written using the established format for Letters of Transmittal, with the appropriate classification(s) used: *Exonerated, Unfounded, Not Resolved, Sustained or Sustained-No Penalty*. Commanding officers shall familiarize themselves with the criteria for each classification and ensure that Letters of Transmittal are written which support the recommended classifications and penalty, if any, and sufficiently address the issues raised by the complaint.

The Letter of Transmittal for Short Form complaints shall follow immediately after the investigation, using the following headings:

- \* Classification
- \* Rationale
- \* Penalty
  - \* Penalty recommendation
  - \* Concurrence, if appropriate
- \* Administrative Insight
  - \* Training Issues
  - \* Work/Complaint History Analysis
  - \* Penalty Rationale
- \* Employee Interview
- \* Commanding Officer's Response to Employee

In adjudicating a complaint of misconduct, the commanding officer may consider evidence of prior acts, irrespective of whether they were associated with a personnel complaint against the accused and irrespective of the resolution of such complaint, *if relevant to the charges, such as, if tending to prove that the conduct charged is consistent with a pattern of conduct*. Consideration of evidence of prior acts must be clearly articulated in the Letter of Transmittal and copies of evidence of such acts shall

be provided to the employee at the time of service of the Notice of Proposed Disciplinary Action, Form 1.88, or Employee Investigation Review, Form 1.88.1. If the evidence of such acts is a document other than a Personnel Complaint Investigation or a Form 1.28.0, it shall be included as part of the addenda. If the evidence of such acts is in a Personnel Complaint Investigation or Form 1.28.0, a copy of the report(s) shall be forwarded with the Complaint Investigation to Internal Affairs Group.

**Note:** Evidence of prior acts may be noted in comment card entries, Notice to Correct Deficiencies, Performance Evaluation Report or other documents.

C. **No Employee Misconduct - Disposition.** Investigations which reveal no employee misconduct, as defined by Manual Section 3/805.25, shall be documented in a fact sheet format using the following headings:

- \* Source
- \* Summary of Complaint
- \* Investigation (paraphrased interviews of subjects)
- \* Investigator's Notes
- \* Actions Taken
- \* Recommendations

A Letter of Transmittal shall be completed using the following headings:

- \* *Adjudication*
- \* *Summary of Complaint* (if different than page 2 of Complaint Form)
- \* *Classification* - No Misconduct, Policy/Procedure, Incomplete Investigation or No Department Employee
- \* *Rationale*
- \* *Administrative Insight* with subheadings:
  - \* Training Issues
  - \* Service Issues
  - \* Supervisory Issues
  - \* Policy/Procedure Issues
  - \* Additional Action Taken
  - \* Recommended Changes
  - \* Resolution
  - \* Response to Complainant

**Note:** The disposition of *Withdrawn by the Chief of Police* is reserved for use by IAG following such action by the Chief of Police.

- D. **Disposition of Duplicate Complaint.** No fact sheet or Letter of Transmittal is necessary to close a CF number when the complaint is a duplicate of one referenced under a different CF number and no new issues were raised. The disposition section of the Complaint Form shall be completed and forwarded to IAG with appropriate attachments.

**Exception:** When the complaint is a duplicate of one referenced under a different CF number and the new issues raised do not appear to require a separate investigation, this fact shall be discussed with the Commanding Officer, IAG, who will determine whether *Duplicate* is an appropriate disposition or a separate investigation should be conducted.

- E. **Requesting Extensions.** All Complaint Forms shall be closed within 60 days of initiation. Commanding officers may request extensions from IAG on an Intradepartmental Correspondence, Form 15.2, via their bureau commanding officer.

- F. **Requirement for Approval of Bureau Commanding Officer or Other Reviewing Officer.** Commanding officers are not required to obtain concurrence of the bureau commanding officer or other reviewing officer for the disposition of a complaint and/or penalty unless they determine a penalty of warning or admonishment is appropriate. In a such case, telephonic concurrence shall be obtained from the bureau or other reviewing officer. Upon approval by the concerned bureau commanding officer or other reviewing officer, the concerned commanding officer shall cause the employee to review and sign the Complaint Form. This does not preclude the Chief of Police from making a determination that a more serious penalty is warranted.

- VIII. **RESPONSIBILITIES OF BUREAU COMMANDING OFFICER OR OTHER REVIEWING OFFICER.** Bureau commanding officers or group commanding officers who do not report to a bureau or other equivalent reviewing officers, and the Chief of Staff shall review the investigation, classification, rationale and administrative insight of all complaints completed under their command. They shall ensure that all issues raised by the complainant have been identified and addressed and that actions taken, recommendations made and a response to the complainant were noted and copies of correspondence, other pertinent documents and/or addenda



are attached. The reviewer shall endorse it in the space provided.

Any comments or recommendations either for approval or disapproval shall be placed on a separate Intradepartmental Correspondence, Form 15.2, signed by the reviewing officer, attached to the complaint, and forwarded to the next level of review. A Form 15.2 containing comments or recommendations of approval or disapproval and the rationale in support thereof shall be known as a "military endorsement."

When a complaint contains both sustained and other than sustained allegations and the allegations that are other than sustained and are **unrelated in nature or occurrence**, the bureau commanding officer or other reviewing officer shall, via an Intradepartmental Correspondence, Form 15.2, recommend to Internal Affairs Group that the allegations which are other than sustained be excluded from the employee's personnel file. The final determination as to the exclusion of allegations from a personnel file shall be made by Internal Affairs Group.

*Example 1: An employee is accused of rape by the complainant. The incident occurred outside the City. The investigation revealed that the employee drove a Department vehicle home without authorization. The allegation of rape was Unfounded; however, the allegation of the unauthorized use of the Department vehicle was sustained.*

*Example 2: A complainant makes two allegations of unauthorized use of force and one allegation of discourtesy against an employee subsequent to the complainant's arrest. The unauthorized-force allegations were Sustained; however, the discourtesy allegation was Not Resolved.*

In Example one, it would be appropriate to recommend that the allegation of rape be excluded from the employee's personnel file. The gravity and sensitivity of the sexual misconduct allegations, although Unfounded, would tend to overshadow the lesser neglect of duty. In Example two, although the discourtesy allegation is of a different nature than the Sustained unauthorized use of force, it is reasonable to link one to the other, in spite of the Not Resolved classification. In this example, the allegations are related to the same incident and potentially one precipitated the other. Therefore, it would be reasonable and desirable to include the entire investigation and adjudication in the employee's personnel file.

IX. **RETENTION OF COMPLAINT INVESTIGATIONS.** As is the current practice, only Sustained complaints (one or more allegations is classified as sustained, regardless of the classification of additional allegations) will be filed in an employee's personnel file. All complaints disposed of as other than Sustained will be maintained in IAG files.

X. **RECORDATION OF COMPLAINTS.** All complaints and their subsequent dispositions shall be recorded on the Complaint History, Form 1.06.2, Complaint Index, Form 1.80, and in TEAMS.

Note: Until the current Meet and Confer process is completed, the new disposition classifications shall not be recorded on an employee's Complaint History, Complaint Index, or in TEAMS.

The disposition of a complaint for which there are duplicate CF numbers shall be recorded based on the disposition of the master CF number and a disposition of Duplicate shall not be entered on the Complaint History, Complaint Index or in TEAMS.

**Exception:** The following are exceptions to the recordation of complaints.

- \* When there is a disposition of No Department Employee, Policy/Procedure, Incomplete Investigation, Withdrawn by Chief of Police, or other disposition of a complaint in which it cannot be attributed to an employee, the disposition will not appear on the Complaint History, Complaint Index or in TEAMS.
- \* Pursuant to Section 832.5 of the Penal Code, when a complaint is **determined by IAG** to be frivolous, as defined in Section 128.5 of the Code of Civil Procedure (CCP), it shall **not** be entered on the Complaint History or in TEAMS. The original Complaint Form and the Complaint Index shall be marked "Frivolous per Section 128.5 CCP. Do not use or reference."
- \* When there is a disposition of No Misconduct and the complainant has been identified by IAG as a chronic/crank complainer or was made by virtue of an obvious mental deficiency, the disposition generally will not appear on the Complaint History or in TEAMS.

Section 128.5(b)(2) of the CCP defines Frivolous as "(A) totally and completely without merit or (B) for the sole purpose of harassing an opposing party."

**Note:** A complaint deemed to be Unfounded is not generally considered to be "Frivolous." The definition of Section 128.5(b)(2) of the CCP is intended to be very narrowly construed as it applies to the disposition of a complaint.

*Internal Affairs Group shall make the final determination as to the classification and whether or not a disposition is to appear on a Complaint History, Form 1.06.2 or in TEAMS.*

- XI. **PERSONNEL COMPLAINT, FORM 1.81.0 - DEACTIVATED.** The Personnel Complaint, Form 181.0 is deactivated. The discontinued form shall be marked "obsolete" and disposed of in the divisional recycling bin.
- XII. **COMPLAINT FORM, Form 1.28.0.0 - ACTIVATED.** The Complaint Form is activated.
- A. **Use of Form.** This Form is to be used to:
- \* Document complaints that were previously noted on fact sheets and in response to letters of complaint (The complainant's statement, letter, or claim for damages, if any, shall be attached to the form).
  - \* Document all public complaints which were previously noted as resolved on Comment Cards and Sergeant's or Watch Commander's Daily Reports.
  - \* Document negligent calls for service.
  - \* Record all Failures to Appear, Failures to Qualify, and Preventable Traffic Collisions.
- B. **Distribution.** Preliminary Distribution - Complaint Face Sheet.
- 1 - Original to Internal affairs Group (for face sheet assignment and classification of complaint).
  - 1 - Original to commanding officer. (To be forwarded for review to the affected bureau and Internal Affairs Group with the completed Investigation, Summary, and Recommendation of Corrective Action).
  - 1 - Bureau commanding officer (To be returned to Internal Affairs Group with the original Complaint Form).
  - 1 - Internal Affairs Group (File copy).
- 4 - TOTAL

XIII. PERSONNEL COMPLAINT STATISTICAL INFORMATION, FORM 1.19 - RETITLED. This form has been retitled Complaint Statistical Information.

A. Use, Completion, Distribution. The Use, Completion, and Distribution for this form has not changed.

IX. PERSONNEL COMPLAINT INDEX, FORM 1.80 - RETITLED. This Form has been retitled Complaint Index.

A. Use, Completion, Distribution. The Use, Completion, and Distribution for this form has not changed.

FORMS AVAILABILITY: The Complaint Form, Form 1.28.0, and Complaint Statistical Information, Form 1.19.0 will be available from Supply Division within 60-90 days. Until the forms are available, Area/divisional personnel shall duplicate the attached forms as needed. The Complaint Index is only utilized by Internal Affairs Group and therefore, is not included for duplication. All existing stock of the obsolete forms should be discarded into divisional recycling bins.

AMENDMENTS: This Order amends Sections 2/230.24, 3/258.01, 3/810.20, 3/810.30, 3/810.35, 3/815.10, 3/815.15, 3/815, 3/820.01, 3/820.03, 3/820.05, 3/820.07, 3/820.10, 3/820.40, 3/825, 3/830.30, 3/830.31, 3/837.30, 3/838.10, 3/860.40, 3/870.40, 5/1.81.0, 5/181-01, 5/1.81-80 of the Department Manual.



BERNARD C. PARKS  
Chief of Police

Attachments

Distribution "D"



# LOS ANGELES POLICE DEPARTMENT Complaint Form

FOR IAG USE ONLY

- ☐ VICTIM CONFIDENTIAL  
☐ IAG - CONFIDENTIAL  
☐ IAG - SPECIAL

Complaint Reported: \_\_\_\_\_ Date/Time of Occurrence: \_\_\_\_\_ CF No.: \_\_\_\_\_

Source of Complaint: (mark one)

☐ Division/Area  
 ☐ IAG  
 ☐ IAG Duty Room  
 ☐ Fleet Safety  
 ☐ Use of Force  
 ☐ Letter  
 ☐ Claim for Damages

Complainant Information:

Last name, First name, MI		Gender	Ethnicity	Telephone B H	
Address	City	State	Zip Code	DOB	

Brief Summary of Complaint (Describe the nature of the complaint only. Attach Complainant's statement to form. List additional complainants & witnesses.)

Location/Address:

Complained Against Employees (Use *Unknown* if applicable. Add attachment if more space is needed.)

Last name	First name, MI	Rank/Paygrade	Serial No.	Area/Division of Assignment	Duty Status ON/OFF	Empl. Arrested YES/NO

Supervisor Reporting	Rank	Ser. No.	Area	Supervisor Approving	Area/Division Investigating (IAG Use)
----------------------	------	----------	------	----------------------	---------------------------------------

## COMPLAINT FILE NO.

<b>A. Source of Complaint</b>  External <input type="radio"/> Internal <input type="radio"/> Other law Enforcement Agency	<b>B. No. of Accused Employees</b>  _____	<b>D. Classification</b> A Alcohol Related B Unbecoming Conduct C Narcotics/Drugs D Domestic Violence E Off-Duty Altercation F Shooting Violation G Accidental Discharge H Improper Remark I Ethnic Remark J Discourtesy K Unauthorized Force	<b>L Unauthorized Tactics</b> M Discrimination N Dishonesty O False & Misleading Statements P Insubordination Q Theft R Neglect of Duty S Sexual Misconduct T Gender Bias U Unlawful Search V False Imprisonment	<b>W Other Policy/Rule</b> X Fail to Appear Y Fail to Qualify Z Preventable T/C 1 Service  <b>E. Invest. Data</b> A Area I IAG Hours: IAG _____ Area _____ Interviews: IAG _____ Div _____	<b>F. Sex of Complainant</b> F Female M Male U Unknown	<b>G. Descent of Complainant</b> B Black W White H Hispanic O Other U Unknown
	<b>C. Area of Occurrence</b>  _____ / _____ Name No.				<b>H. DOB of Complainant</b>  ____ / ____ / ____	<b>I. Last Name of Complainant</b>  _____

J. <u>Employee Division</u> _____ Name                      No.	M. <u>Duty Status</u> D On Duty O Off Duty E Off Duty O/S Employment U Unknown	N. <u>Length of Service</u> Yrs. _____ Mos. _____	O. <u>Civil Service Title</u> _____ Rank or Class / Paygrade <table border="1" style="width: 100px; height: 40px; margin-top: 10px;"></table>	P. <u>Sex of Employee</u> F Female M Male U Unknown	Q. <u>Descent of Employee</u> B Black W White H Hispanic O Other U Unknown
K. _____ <u>Employee Serial</u>					
L. _____ <u>Employee Last Name</u>					

2	J. <u>Employee Division</u> Name / No.	M. <u>Duty Status</u> D On Duty O Off Duty E Off Duty O/S Employment U Unknown	N. <u>Length of Service</u> Yrs. _____ Mos. _____	O. <u>Civil Service Title</u> Rank or Class / Paygrade <table border="1" style="width: 100px; height: 40px; margin-top: 10px;"></table>	P. <u>Sex of Employee</u> F Female M Male U Unknown	Q. <u>Descent of Employee</u> B Black W White H Hispanic O Other U Unknown
	K. <u>Employee Serial</u>					
	L. <u>Employee Last Name</u>					

3	J. <u>Employee Division</u> _____/_____ Name                      No.	M. <u>Duty Status</u> D On Duty O Off Duty E Off Duty O/S Employment U Unknown	N. <u>Length of Service</u>  Yrs. _____  Mos. _____	O. <u>Civil Service Title</u>  _____ Rank or Class /Paygrade  <table border="1" data-bbox="937 1104 1149 1127"> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>						P. <u>Sex of Employee</u>  F Female M Male U Unknown	Q. <u>Descent of Employee</u>  B Black W White H Hispanic O Other U Unknown
	K. _____ <u>Employee Serial</u>										
	L. _____ <u>Employee Last Name</u>										

4 R. TOTAL NUMBER OF COUNTS \_\_\_\_\_ Employee No. 1 \_\_\_\_\_ (Name)

[illegible]

T.	Month / Day / Year	U. <u>Arrest Disposition</u>
Date Reported	/ /	1. Not Submitted-No Vict. Avail.
Date Completed Invest to IAD (Area Invests)	/ /	2. Not Submitted-No Criminal
Date Investigation Closed	/ /	Conduct Shown
		6. Not Filed-Insufficient Evid
		7. Not Filed-Evid not Legally Admissible

V. <u>Employee Arrested</u> W.		<u>Civil Service</u>	3. Not Submitted-Other	8. Not Filed-Interest of Justice
A No	C Bkd Felony	A Hearing	4. Submitted and Filed-Felony	9. Filing Pending
B Detained	D Bkd Misd.	B Appeal to Civil Service Hearing	5. Submitted and Filed-Misdemeanor	

X. <u>Type of Penalty</u>	Y. <u>Penalty</u>	F. <u>Comment Card</u>	Z. <u>Length of Penalty</u> (if suspension)
B Board of Rights	I Inactive (Reserves)	D Discharged/Removed/Transferred	
D Divisional	R Resign/Retire	B Removed on a prior Board of Rights	
L Department	G Demotion	L Discharged on a prior complaint	
	A Admonishment	E Training	
	T Termination on Probation	N No Action	
	P Official Reprimand		
	H Notice to Correct		
	S Suspension		
	U Counseling		

Supervisor's preliminary investigation:

- 1) Co-complainants (full name, address, phone number)
- 2) Additional employees complained against
- 3) Witnesses (full name, address, phone number)  
Summary of witnesses' statements (attach statements)
- 4) Exams for injuries, photos, evidence, sobriety (attach reports)
- 5) If Complainant delayed reporting, fully explain reason
- 6) Other pertinent information (remarks or suggestions of I/O)
- 7) List and identify persons notified (title, name, unit)

In cases alleging misconduct:

- ☐ Complainant advised of 148.6 PC & signed advisement, Form 1.81.16
- ☐ Complainant given copy of his/her statement, if not explain
- ☐ Complainant's statement was mailed. Date: \_\_\_\_\_

Duplicate Complaint:

If a complaint is a DUPLICATE of another complaint already under investigation, explain your investigation to connect both complaints and reference the master complaint CF number. Include any additional information.

Short Form ☐ This section shall only be used when the incident meets the specified criteria for a short form.

- ☐ FAILURE TO QUALIFY \_\_\_\_\_  
MONTH
- ☐ FAILURE TO APPEAR IN COURT AT TIME SUBPOENAED \_\_\_\_\_  
DATE
- ☐ PREVENTABLE TRAFFIC COLLISION (NO OTHER MISCONDUCT) \_\_\_\_\_  
DATE
- ☐ OTHER \_\_\_\_\_  
DATE

Begin disposition on page 3 as continuation of this report

CLASSIFICATION / DISPOSITION:		<input type="checkbox"/> Not Resolved	<input type="checkbox"/> Duplicate - Master CF No. _____
<input type="checkbox"/> Sustained	<input type="checkbox"/> Exonerated	<input type="checkbox"/> No Dept Employee	<input type="checkbox"/> Policy/Procedure
<input type="checkbox"/> Sustained - No Penalty	<input type="checkbox"/> Unfounded	<input type="checkbox"/> No Misconduct	<input type="checkbox"/> WCOP (IAD Use only)
<input type="checkbox"/> Incomplete Invest.			
RECOMMENDED ACTION			
FINAL DEPARTMENT ACTION			
_____'s signature	Date	Commanding Officer of Employee	Date
Endorsement next higher level of review (1)	Date	Endorsement of next higher level of review (2)	Date

TO BE COMPLETED BY INTERNAL AFFAIRS GROUP

4 R. TOTAL NUMBER OF COUNTS \_\_\_\_\_ Employee No. 2 \_\_\_\_\_ (Name) \_\_\_\_\_

COUNTS	ALLEGATION	DISPOSITION										DESCRIPTION (Only if Sustained)		
		BOR												
		Sust	NP	G	NG	NR	Unf	Exon	NM	P/P	NDE	INC	COP	DUP

T. Date Reported \_\_\_\_\_ Month / Day / Year \_\_\_\_\_

Date Completed Invest to IAG (Area Invests) \_\_\_\_\_

Date Investigation Closed \_\_\_\_\_

U. Arrest Disposition

1. Not Submitted-No Vict. Avail.

2. Not Submitted-No Criminal Conduct Shown

3. Not Submitted-Other

4. Submitted and Filed-Felony

5. Submitted and Filed-Misdemeanor

6. Not Filed-Insufficient Evid

7. Not Filed-Evid not Legally Admissible

8. Not Filed-Interest of Justice

9. Filing Pending

V. Employee Arrested W. \_\_\_\_\_

A No C Bkd Felony

B Detained D Bkd Misd.

Civil Service

A Hearing

B Appeal to Civil Service Hearing

X. Type of Penalty

B Board of Rights

D Divisional

L Department

Y. Penalty

I Inactive (Reserves)

W Warning

A Admonishment

P Official Reprimand

S Suspension

R Resign/Retire

G Demotion

T Termination on Probation

H Notice to Correct

U Counseling

F Comment Card

D Discharged/Removed/Transferred

B Removed on a prior Board of Rights

L Discharged on a prior complaint

E Training

N No Action

Z. Length of Penalty (if suspension)

\_\_\_\_\_

TO BE COMPLETED BY INTERNAL AFFAIRS GROUP

4 R. TOTAL NUMBER OF COUNTS \_\_\_\_\_ Employee No. 3 \_\_\_\_\_ (Name) \_\_\_\_\_

COUNTS	ALLEGATION	DISPOSITION										DESCRIPTION (Only if Sustained)		
		BOR												
		Sust	NP	G	NG	NR	Unf	Exon	NM	P/P	NDE	INC	COP	DUP

T. Date Reported \_\_\_\_\_ Month / Day / Year \_\_\_\_\_

Date Completed Invest to IAG (Area Invests) \_\_\_\_\_

Date Investigation Closed \_\_\_\_\_

U. Arrest Disposition

1. Not Submitted-No Vict. Avail.

2. Not Submitted-No Criminal Conduct Shown

3. Not Submitted-Other

4. Submitted and Filed-Felony

5. Submitted and Filed-Misdemeanor

6. Not Filed-Insufficient Evid

7. Not Filed-Evid not Legally Admissible

8. Not Filed-Interest of Justice

9. Filing Pending

V. Employee Arrested W. \_\_\_\_\_

A No C Bkd Felony

B Detained D Bkd Misd.

Civil Service

A Hearing

B Appeal to Civil Service Hearing

X. Type of Penalty

B Board of Rights

D Divisional

L Department

Y. Penalty

I Inactive (Reserves)

W Warning

A Admonishment

P Official Reprimand

S Suspension

R Resign/Retire

G Demotion

T Termination on Probation

H Notice to Correct

U Counseling

F Comment Card

D Discharged/Removed/Transferred

B Removed on a prior Board of Rights

L Discharged on a prior complaint

E Training

N No Action

Z. Length of Penalty (if suspension)

\_\_\_\_\_





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 9, 1998

SUBJECT: CUSTODY OF JUVENILES - REVISED

PURPOSE: A recent revision to the Welfare and Institutions Code (WIC) added use of a firearm in the commission, or attempted commission, of a felony as a condition under which a juvenile may not be released to his/her parent or guardian. An additional revision requires arresting officers to notify the parent or guardian of a juvenile placed in a juvenile care facility of the arrest and provide them with the telephone number of the custodial facility. This Order amends related Department Manual provisions.

PROCEDURE:

I. CONDITIONS FOR JUVENILE DETENTION - REVISED. An officer who takes a juvenile into custody shall release the juvenile to the custody of his/her parent, guardian, or responsible relative **unless** one or more of the following conditions exist:

- \* The juvenile is in need of proper and effective parental care or control and has no parent, guardian, or responsible relative willing to exercise or capable of exercising such care or control; or has no parent, guardian, or responsible relative actually exercising such care or control;
- \* The juvenile is destitute or is not provided with the necessities of life or is not provided with a home or suitable place of abode;
- \* The juvenile is provided with a home which is unfit by reason of neglect, cruelty, depravity or physical abuse by either of his/her parent, guardian or other person(s) in whose custody he/she resides;
- \* Continued detention of the juvenile is a matter of immediate and urgent necessity for the protection of the juvenile or reasonable necessity for the protection of the person or property of another;
- \* The juvenile has violated an Order of the juvenile court;
- \* The juvenile is physically dangerous to the public because of a mental or physical deficiency, disorder, or abnormality; or,
- \* The juvenile is 14 years of age or older and is taken into custody for a felony or an attempted felony, and it is determined that the juvenile personally used a firearm in the commission of the crime. The juvenile

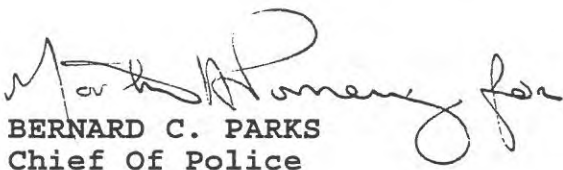
JANUARY 9, 1998

shall not be released to a parent, guardian or a responsible relative or an adult designated by the parent. The juvenile shall be booked and transported to a Los Angeles County Probation Department juvenile detention facility pending a court hearing.

- II. NOTIFICATION TO PARENTS - JUVENILE TAKEN INTO CUSTODY UNDER SECTION 300 WELFARE AND INSTITUTIONS CODE. If an officer takes a juvenile into custody under 300 Welfare and Institutions Code, the officer shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody and that the juvenile has been placed in a facility authorized by law to care for the juvenile and provide the juvenile's parent, guardian or a responsible relative with the appropriate Department of Children and Family Services' telephone number. The address of the licensed foster family home **shall not** be released to the juvenile's parent, guardian or a responsible relative.

**AMENDMENTS:** This Order amends Section 4/218.64 of, and adds Section 4/218.79 to, the Department Manual.

**AUDIT RESPONSIBILITIES:** All operations bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
BERNARD C. PARKS  
Chief Of Police

Distribution "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

JANUARY 9, 1998

SUBJECT: DISCOVERY DISCLOSURE STATEMENT - REVISED

PURPOSE: A recent review of the law has made it necessary for the Department to revise its procedure relating to the exemptions listed in Department Manual Section 4/203.12, Discovery Disclosure Statement. The exemption which allowed officers to be excluded from completing a Discovery Disclosure Statement when "Circumstances are so complex, because of a major investigative effort, that compliance would be impracticable," does not fall under the "good cause" criteria outlined within Penal Code Section 1054.7. Therefore, this Order revises existing procedure, thus ensuring that Department policy is supported by current law.

PROCEDURES:

I. DISCOVERY DISCLOSURE STATEMENT. Officers shall complete a City Attorney Discovery Disclosure Statement, Form 5.02.9, for every adult felony and misdemeanor arrest report completed.


Exemption: Officers involved in an investigation resulting in the completion of a juvenile arrest report or a homicide arrest report are exempt from these requirements. Acceptable exemptions are limited to:

- \* Threats or possible danger to the safety of a victim or witnesses;
- \* Possible loss or destruction of evidence; or
- \* Possible compromise of other investigations by law enforcement.

II. OFFICERS' RESPONSIBILITIES. Only officers completing felony or misdemeanor arrest reports shall read and sign the Discovery Disclosure Statement, Form 5.02.9. Other officers involved in the arrest shall be listed in the report narrative.

AMENDMENTS: This Order amends Section 4/203.12 of the Department Manual.

AUDIT RESPONSIBILITIES: All operations bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

JANUARY 27, 1998

**SUBJECT: DEPARTMENT COMMANDER POSITION - ESTABLISHED**

**PURPOSE:** In order to enhance the benefits of the Chief's Duty Officer (CDO) program, and to ensure timely staff officer response and oversight at the scenes of significant incidents, the position of Staff Inspector is deactivated and the position of Department Commander is established. This position will provide a staff level presence in the City during those times when the tempo of law enforcement activity is typically at its highest and will assume the duties of the Chief of Police during off-hours. This Order also delineates the duties and responsibilities of the Department Commander.

The CDO program has effectively provided a command presence and oversight of Department activities during non-business hours. It also increases awareness of off-hours operational efficiency and related issues. The Department Commander is not intended to replace the CDO position. It will provide additional staff oversight, consistency, and coordination of Department operations during non-business hours when direct oversight by a staff officer is necessary or desirable.

**PROCEDURE:** Effective immediately, the position of Staff Inspector is deactivated and the position of Department Commander is established. The Department Commander shall be identified by radio designation Staff 1H and is assigned Correspondence Reference Number 1.2.1.

**I. Department Commander - Responsibilities.** The Department Commander is responsible for:

- \* Coordinating the Chief's Duty Officer program and providing appropriate staff-level support to the on-duty CDO;

- \* Monitoring significant planned or spontaneous events, as appropriate or at the request of the Chief of Police or bureau commanding officers;

- \* Auditing Department-wide operations, including:

- Field deployment** with special emphasis on patrol division coverage, basic car integrity, P.M. watch detective operations, supervisory personnel levels, field training officer efforts, and specialized unit activities.

- Operational readiness**, including Mobile Field Force response capabilities, disaster and special event planning, fleet readiness and maintenance, emergency equipment and supplies, standing plans, station security measures, and the conditions of satellite locations.

JANUARY 27, 1998

**Administrative procedures**, such as roll call training, incidents involving a personnel complaint or commendation, desk operations, pursuit protocol, use of force incidents, in-car video, incidents resulting in death or serious injury to an officer or suspect, Area and bureau commanding officer response time, and effective utilization of overtime.

- \* Conducting special audits, surveys, and inspections as directed by the Chief of Police or Chief of Staff; and,
- \* Providing written feedback on observations to appropriate staff and command personnel.

**II. Department Commander - Special Duties.** The Department Commander is responsible for the following special duties:

- \* Assuming command of the Department during off-hours;
- \* Off-hours visitation to seriously ill or injured personnel in coordination with the activities of the wellness coordinator;
- \* Providing staff level presence and oversight at the scene of planned search and/or arrest warrants at the request of the involved staff officer; and,
- \* Generating commendatory citations for extraordinary individual job performance, and Area programs and activities.

The Department Commander will be on duty primarily during non-business hours and may be contacted through Detective Headquarters Division and/or the Communications Division watch commander. Contact during regular business hours shall be made through the Department Commander's Office, Room 641, Parker Center, (213) 485-2522.

**AMENDMENTS:** This Order amends Sections 2/062, 2/209, 4/110.10, and 5/080.07 of, and adds Section 2/203.07 to, the Department Manual.

  
BERNARD C. PARKS  
Chief of Police

Distribution "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

February 5, 1998

**SUBJECT:** USE OF ELECTRONIC MAIL (E-MAIL)

**PURPOSE:** This Order formalizes the procedure for using the Department's Wide Area Computer Network, electronic mail (E-mail).

**PROCEDURE:**

- I. AUTHORIZED USE OF ELECTRONIC MAIL (E-MAIL).** The use of E-mail involves the creation or receipt of electronic communications over the Department's Wide Area Computer Network (WAN). E-mail is available to Department employees to facilitate communication and assist them in their work-related duties. It is offered as a tool which enables employees to work more efficiently in advancing the Department's mission.

Employees shall use E-mail only for official police communication. E-mail shall not be used for transmitting messages of a personal nature, for playing computer games, or for unprofessional communications such as disseminating material or messages which are defamatory, sexually oriented, threatening, hateful or bigoted, or for the purpose of promoting any political, religious, or non-Departmental business interest. Employees shall not attempt to gain unauthorized access to another person's E-mail, copy the E-mail of other employees, or send E-mail masquerading as another employee. The Department reserves the right to monitor E-mail correspondence to prevent abuse. The Department also reserves all rights to read, copy, or remove files from any drive or directory, or to revoke, suspend, or limit an employee's access to the WAN.

- II. COMMANDING OFFICER'S RESPONSIBILITY.** Commanding officer's shall establish controls for monitoring activity on the networks within their respective commands.

**AMENDMENTS:** This Order amends Section 4/105.10 of, and adds Section 4/105.15 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Information and Communications Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

FEBRUARY 11, 1998

**SUBJECT:** ACTIVATION OF THE NEW SEXUAL ASSAULT EVIDENCE KIT

**PURPOSE:** This Order informs Department personnel of the activation of and booking procedure for the new Los Angeles County Sexual Assault Evidence Kit.

**BACKGROUND:** The new Sexual Assault Evidence Kit has been developed for use by all law enforcement agencies in Los Angeles County. The development of this kit was a combined effort with the Los Angeles Police Department, the Los Angeles Sheriff's Department, the Los Angeles District Attorney's Office, and the Santa Monica Rape Treatment Center. In the evaluation and development of this kit, it was determined that a liquid blood sample has proven not to be necessary at the time of the initial medical treatment of a sexual assault victim. However, a urine sample in addition to other evidence, will be collected for toxicological testing purposes. This kit has been in use for several months and has proven successful.

The Sexual Assault Evidence Kit enables hospital personnel to uniformly collect, preserve and package items of biological evidence. Individual evidence envelopes will be placed in a large outer envelope by hospital personnel and sealed. This completed and sealed evidence package will then be given to the officer(s) conducting the preliminary investigation. The outer envelope will contain all pertinent information (e.g., victim, hospital and inventory) and will be completed by hospital personnel. This procedure will ensure preservation, and reduce contamination of the evidence. There is no necessity for officers to be present during the packaging process, nor examine the contents of the individual evidence envelopes.

**PROCEDURE:**

**I. USE OF THE SEXUAL ASSAULT EVIDENCE KIT**

**Officers' Responsibilities.** After receiving the completed, sealed Sexual Assault Evidence Kit from hospital personnel, the officer(s) conducting the preliminary investigation shall:

- \* Accept and book the kit, as one item, to be frozen;
- \* Attach the law enforcement copy of the "State of California Medical Report-Suspected Sexual Assault" (Form OCJ923) or in the case of a juvenile victim the



FEBRUARY 11, 1998

- "State of California-Suspected Child Abuse" (Form OCJP925), which will be provided by hospital personnel, to the completed crime report as a sequential page;
- \* Additional evidence (such as victim's clothing or bedding), shall be packaged individually in the brown paper bags provided in the Sexual Assault Evidence Kit. If the item is larger than the provided paper bag, a carton or other appropriate paper packaging may be used. These individual packages shall be bundled together and tagged with the white "TO BE FROZEN" evidence tag. These additional evidence packages shall not be affixed to the Sexual Assault Evidence Kit. Each additional evidence package and its specific contents shall be separately itemized on the Property Report. All other procedures for booking analyzed and biological evidence shall be followed (e.g., packaging, booking, evidence seals, biohazard labels, etc.), according to the Department Manual.

**Note:** These items shall be booked at Property Division or Scientific Investigation Division (SID). During off hours, these items may be booked in the SID (temporary storage freezer) evidence locker for courier transport.

**FORMS AVAILABILITY:** The Sexual Assault Evidence Kit, "State of California Medical Report-Suspected Sexual Assault" (Form OCJ923) and "State of California Medical Report-Suspected Child Abuse" (Form OCJP925) are maintained by hospital personnel.

**AMENDMENTS:** This Order amends Sections 4/505.15 and 4/510.12 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Robbery-Homicide Division shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.7

FEBRUARY 12, 1998

**SUBJECT:** REQUEST FOR REEXAMINATION OF DRIVER, FORM 4.32 - DEACTIVATED; DEPARTMENT OF MOTOR VEHICLES, NOTICE OF PRIORITY REEXAMINATION OF DRIVER/REQUEST FOR REEXAMINATION OF DRIVER, FORM DS 427 (REV. 6/95) - IMPLEMENTED.

**PURPOSE:** This Order deactivates the Department's Request for Reexamination of Driver, Form 4.32, and implements the Department of Motor Vehicles (DMV), Notice of Priority Re-examination of Driver/Request for Reexamination of Driver, Form DS 427 (Rev. 6/95).

**PROCEDURE:**

- I. **REQUEST FOR REEXAMINATION OF DRIVER, FORM 4.32 - DEACTIVATED.** The Request for Reexamination of Driver, Form 4.32, is deactivated. The discontinued Form 4.32, shall be marked "obsolete" and placed into the divisional recycling bin.
- II. **DMV, NOTICE OF PRIORITY REEXAMINATION OF DRIVER/REQUEST FOR REEXAMINATION OF DRIVER, FORM DS 427 (REV. 6/95) - IMPLEMENTED.** The Notice of Priority, Reexamination of Driver/Request for Reexamination of Driver, Form DS 427 is implemented.

**Note:** Officers shall not use DMV Form 412 (Rev. 8/92).

**A. Use of Form.** This form shall be used by officers to request a licensed driver to submit to a reexamination of his/her driving qualifications when there is reasonable cause to believe that the licensee is unable to safely operate a motor vehicle.

**B. Distribution**

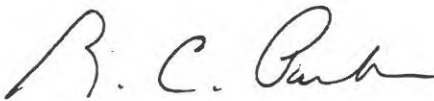
- 1 - Original, Department of Motor Vehicles via Traffic Division report auditor.
- 1 - Pink copy to driver (priority re-exams only).
- 2 - TOTAL

**FORM AVAILABILITY:** The DMV, Notice of Priority Reexamination of Driver/Request for Reexamination of Driver, Form DS 427, is available for ordering from Supply Division.

FEBRUARY 12, 1998

**AMENDMENT:** This Order deletes Section 5/4.32, of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Uniformed Support Division, shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.

A handwritten signature in dark ink, appearing to read "B. C. Parks". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

BERNARD C. PARKS  
Chief of Police

DISTRIBUTION "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

FEBRUARY 12, 1998

SUBJECT: AWARDS AND DECORATIONS - REVISED

PURPOSE: This Order establishes the Police Meritorious Achievement Medal, the Lifesaving Medal, the Community Policing Medal, and the Award Lapel Pin. Additionally, this Order revises the Commendation Report, Form 1.18, to include the new awards.

PROCEDURE:

- I. NEW AWARDS AND DECORATIONS - ESTABLISHED. In addition to those previously established, the following awards are to be considered when commending deserving employees:
  - A. The Police Meritorious Achievement Medal. The Police Meritorious Achievement Medal is primarily designed for the recognition of civilian employees. The medal is awarded for either sustained, long-term, noteworthy achievement or a single significant, noteworthy achievement in the execution of administrative, clerical, or craft-type duties. These achievements are of a lesser nature than those required for the Police Meritorious Service Medal, but greater than those for a bureau commendation. The award consists of a medal, lapel pin, and ribbon.
  - B. The Lifesaving Medal. The Lifesaving Medal is awarded to recognize the actions of Department personnel that result in the saving or preservation of human life that otherwise would have been lost without the employee's direct involvement. An employee can receive only one lifesaving award per incident, regardless of how many victims were involved. The award consists of a medal, lapel pin, and ribbon.
  - C. The Community Policing Medal. The Community Policing Medal is awarded to Department personnel who have solved a significant community problem, included the community in the problem solving process, and/or shown a commitment to the Department's Community Policing philosophy. The award is presented by the Chief of Police. The Community Policing Medal may be awarded to an individual or to an organizational entity within the Department.

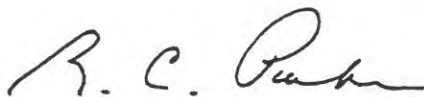
Recommendations for the Community Policing Medal may come from a variety of sources including community, peer, or supervisory recognition. The award consists of a medal, lapel pin, and ribbon.

FEBRUARY 12, 1998

- II. AWARD LAPEL PINS - ESTABLISHED. Award Lapel Pins are miniature enameled pins which correspond in color and design to their accompanying ribbon. Employees in a non-uniformed assignment may wear an Award Lapel Pin on their lapel.
- III. AUTHORIZED DEPARTMENT RIBBONS - REVISED. Department-issued ribbons authorized for wear with the Department uniform in descending order of precedence are:
- \* Medal of Valor.
  - \* Police Distinguished Service Medal.
  - \* Police Commission Unit Citation.
  - \* Police Medal.
  - \* Police Meritorious Service Medal.
  - \* Police Meritorious Achievement Medal.
  - \* Police Meritorious Unit Citation.
  - \* Police Star.
  - \* Lifesaving Medal.
  - \* Police Commission Distinguished Service Medal.
  - \* Community Policing Medal.
  - \* Human Relations Medal.
- IV. COMMENDATION REPORT, FORM 1.18.0 - REVISED. The Commendation Report, Form 1.18, will be revised at the next routine printing to reflect the inclusion of the newly established awards. The use, distribution, and processing of this Form has not changed.

AMENDMENTS: This Order amends Sections 3/637.20, 3/756.05, and 3/756.10 of, and adds Section 3/639.30 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "D"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

FEBRUARY 17, 1998

SUBJECT: PROCEDURE FOR CONDUCTING INTERNAL SURVEYS - ESTABLISHED

PURPOSE: Department personnel are often requested to participate in employee surveys conducted by various Department entities and employees. Employee surveys provide useful information in analyzing the performance of Department programs, developing policy decisions, and assessing employee attitudes on specific issues. However, the lack of written procedure has resulted in employee surveys being circulated that were in conflict with the Los Angeles City Administrative Code. Effective immediately, the Department will review all employee surveys for appropriateness of content and language. This Order establishes procedure regarding internal employee surveys.

PROCEDURE:

- I. INTERNAL SURVEYS. Department personnel shall obtain the approval of the Employee Relations Administrator prior to conducting an internal survey.
- II. REQUEST FOR APPROVAL. An employee who intends to utilize a survey instrument to obtain information from Department personnel shall prepare an Intradepartmental Correspondence, Form 15.2, with supporting documentation. The Form 15.2 shall contain the following information:
  - \* The rationale for conducting the employee survey;
  - \* Whether the employee response will be anonymous or identify the respondent;
  - \* Whether participation is voluntary or required; and,
  - \* A description of the method used to communicate the results of the employee survey.

The Form 15.2, signed by the requesting employee's commanding officer, and a copy of the proposed employee survey instrument shall be forwarded via the chain of command to the Employee Relations Administrator, Human Resources Bureau.

- III. REVIEW AND APPROVAL OF REQUESTS. The Employee Relations Administrator shall review and evaluate any request for approval to use an employee survey. The Employee Relations Administrator shall approve or disapprove the request and shall ensure that the following criteria are met:



FEBRUARY 17, 1998

- \* The employee survey is not in conflict with the right of employee organizations to represent the interests of their members;
- \* The employee survey is appropriate in content and methodology; and,
- \* The employee survey would benefit the Department and/or law enforcement.

AMENDMENT: This Order adds Manual Section 3/220.55 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

March 17, 1998


SUBJECT: DEPARTMENT SPONSORED SCOUTING UNIT EXPENDITURES -  
REVISED

PURPOSE: Department sponsored scouting activities that incur expenditures of \$200 or more are currently required to be presented to the Scouting Control Committee for approval. This Order increases the amount of the expenditure requiring such an approval.

PROCEDURE: Contemplated scouting unit programs incurring expenditures up to \$2500 shall be approved at the Area level. Expenditures over \$2500, not exceeding \$5000, shall be approved at the bureau level. Expenditures exceeding \$5000 shall be submitted to the Scouting Control Committee for approval.

AMENDMENTS: This amends Section 3/350.48 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

March 18, 1998

SUBJECT: DEACTIVATION OF DEPARTMENT TRAFFIC COLLISION FORMS, IMPLEMENTATION OF THE CALIFORNIA HIGHWAY PATROL FORM SET AND ACTIVATION OF THE MUNICIPAL SUPPLEMENT, FORM 4.03.1

PURPOSE: This Order deactivates the Department Traffic Collision Report, Forms 4.1, 4.02, 4.03, 4.05 and 4.09, and implements the California Highway Patrol (CHP) Forms 555-set (page 1 - Traffic Collision Report, page 2 - Traffic Collision Coding, page 3 - Injured/Witnesses/Passengers, page 4 - Factual Diagram), 555D - Truck/Bus Collision Supplemental Report, 555-03 - Property Damage Only Report, 556 - Narrative/Supplemental, and 185 - Skid-Speed Information, as the Department's standard traffic collision reports. This Order also activates the Municipal Supplement, Form 4.03.1, as an official Department form.

PROCEDURE:

- I. TRAFFIC COLLISION REPORT, FORM 4.1; TRAFFIC COLLISION REPORT INVESTIGATION, FORM 4.02; HIT AND RUN SUPPLEMENT, FORM 4.03; TRAFFIC ACCIDENT REPORT SUPPLEMENT, FORM 4.05; AND, SKID-SPEED CHART, FORM 4.09 - DEACTIVATED. The above listed Department forms have been deactivated.
- II. CALIFORNIA HIGHWAY PATROL (CHP) FORMS 555-SET (page 1, 2, 3 and 4), 555-D, 555-03, 556 AND 185, TRAFFIC COLLISION REPORTS - IMPLEMENTATION. All traffic collision reports shall be completed on the CHP 555 form set.

Additionally, the following criteria shall be observed.

1. Any supplemental forms created for general use on traffic collision investigations or follow-up investigations shall be submitted to Uniformed Support Division (USD) for approval by the Traffic Advisory Committee (TAC).
2. The CHP 555.03 (Property Damage Only) may be used for misdemeanor hit-and-run traffic collision reports taken at the station or in the field, provided all the following requirements are met:
  - \* No more than two vehicles are involved;
  - \* There is no follow-up information; (Follow-up information is defined as a complete license number

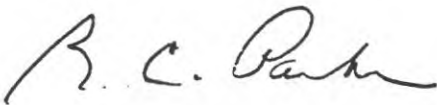
March 18, 1998

**Distribution:** The Municipal Supplement, Form 4.03.1, shall be attached to and forwarded with the corresponding CHP Forms 555-set.

**FORM AVAILABILITY:** The Municipal Supplement, Form 4.03.1, will be available for ordering from Supply Division within 90 to 120 days. The Municipal Supplement is attached for duplication as needed. The CHP Forms 555-set (pages 1, 2, 3, and 4), 555-D, 555-03, 556, and 185 are currently available for ordering from Supply Division.

**AMENDMENTS:** This Order deletes Sections 5/4.1, 5/4.02, 5/4.03, 5/4.05, 5/4.09, of, and adds Section 5/4.03.1, to the Department Manual.

**AUDIT RESPONSIBILITY:** Each bureau traffic division commanding officer shall monitor compliance with this directive in accordance with the Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

DISTRIBUTION "A"



## MUNICIPAL SUPPLEMENT

Page

DATE		TIME (2400)		NCIC NUMBER <b>1942</b>		OFFICER I.D. NUMBER		NUMBER																	
D/P/W # NAME OF PARENTS OR GUARDIAN & SPOUSE OR PERSON WITH WHOM LIVING		ADDRESS		PHONE		DOB		SCHOOL & GRADE																	
SUBJECT TO FILING																									
BKG. INFO		D/P/W # CHARGE BOOKING NO. LOCATION BKD.		D/P/W # CHARGE BOOKING NO. LOCATION BKD.																					
DUI		DRIVING ESTABLISHED BY <input type="checkbox"/> OFCRS. <input type="checkbox"/> WITS <input type="checkbox"/> 40300.5 V.C.		OPINION OF SOBRIETY: IN OFFICER(S) OPINION, DRIVER OF _____ WAS UNDER THE INFLUENCE OF AN INTOXICANT AND UNABLE TO SAFELY DRIVE A MOTOR VEHICLE.		<input type="checkbox"/> YES <input type="checkbox"/> NO																			
BREATH TEST		ADMIN. BY		LOCATION		OBSERV. FOR TEST		TIME 1ST SAMPLE		GCI NO.		READINGS		BLOOD TEST		DRAWN BY		TIME OBT.		URINE TEST		TIME VOIDED		TIME OBTAIN.	
SUSPECT USE LINES 2 & 3 FOR ADDITIONAL SUSPECTS OR FOR CONFLICTING DESCRIPTIONS OF P-1.																									
DESCRIBED BY		SEX		DESC		HAIR		EYES		HEIGHT		WEIGHT		AGE		CLOTHING		OUTSTANDING CHARACTERISTICS							
P-1										/		/		/											
P-										/		/		/											
P-										/		/		/											
H & R VEHICLE USE LINES 2 & 3 FOR ADDITIONAL VEHICLES OR FOR CONFLICTING DESCRIPTIONS OF V-1.																									
DESCRIBED BY		YEAR		MAKE		MODEL		BODY TYPE		COLOR TOP/BOTTOM		OUTSTANDING CHARACTERISTICS		LIC. NO.		LIC. PLATE STATE: OR COLORS OF LETTERS/ BACKGRD.									
V-1		/								/								/							
V-		/								/								/							
V-		/								/								/							
V-1		VEHICLE INSPECTED BY INVESTIGATING OFFICER <input type="checkbox"/> YES <input type="checkbox"/> NO				INDICATE EXACT LOCATION OF DAMAGE HEIGHT IN INCHES FROM GROUND				LENGTH				EXTENT OF DAMAGE <input type="checkbox"/> PAINT TRANSFER ONLY <input type="checkbox"/> DENT, CREASE, ETC. <input type="checkbox"/> SMASHED FENDER, ETC.											
		IGNITION PUNCHED <input type="checkbox"/> YES <input type="checkbox"/> NO																							
		KEYS IN VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO																							
DESCRIBE DAMAGE AND COLOR PAINT TRANSFER:																									
V-2		VEHICLE INSPECTED BY INVESTIGATING OFFICER <input type="checkbox"/> YES <input type="checkbox"/> NO				INDICATE EXACT LOCATION OF DAMAGE HEIGHT IN INCHES FROM GROUND				LENGTH				EXTENT OF DAMAGE <input type="checkbox"/> PAINT TRANSFER ONLY <input type="checkbox"/> DENT, CREASE, ETC. <input type="checkbox"/> SMASHED FENDER, ETC.											
		IGNITION PUNCHED <input type="checkbox"/> YES <input type="checkbox"/> NO																							
		KEYS IN VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO																							
DESCRIBE DAMAGE AND COLOR PAINT TRANSFER:																									
V-3		VEHICLE INSPECTED BY INVESTIGATING OFFICER <input type="checkbox"/> YES <input type="checkbox"/> NO				INDICATE EXACT LOCATION OF DAMAGE HEIGHT IN INCHES FROM GROUND				LENGTH				EXTENT OF DAMAGE <input type="checkbox"/> PAINT TRANSFER ONLY <input type="checkbox"/> DENT, CREASE, ETC. <input type="checkbox"/> SMASHED FENDER, ETC.											
		IGNITION PUNCHED <input type="checkbox"/> YES <input type="checkbox"/> NO																							
		KEYS IN VEHICLE <input type="checkbox"/> YES <input type="checkbox"/> NO																							
DESCRIBE DAMAGE AND COLOR PAINT TRANSFER:																									
TING SEQUENCE: 1. Collision Summary. 2. All Points of Impact 3. Upon Arrival. 4. Traffic Controls. 5. Physical Evidence 6. Lighting. 7. Photographs. 8. Injuries. 9. Remarks 10. Statements. 11. Arrest Narrative.																									
PREPARER'S NAME AND I.D. NUMBER										DATE					REVIEWER'S NAME					DATE					



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

March 19, 1998

**SUBJECT: DEATH OF DEPARTMENT EMPLOYEE - NOTIFICATION TO NEXT OF KIN - REVISED**

**PURPOSE:** The death of an employee is always an emotional event, regardless of the circumstances. It is essential that Department notifications to next of kin be made in a consistent, timely and sensitive manner. Recent incidents have revealed that the Department Manual is unclear as to who should be notified in the event of the death of a Department employee. This Order revises procedure for notification to next of kin.

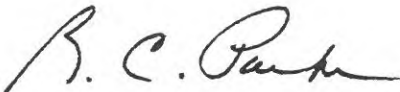
**PROCEDURE:**

- I. **DEATH OF DEPARTMENT EMPLOYEE - NOTIFICATION OF NEXT OF KIN.** A death notification shall be made to the deceased employee's specified next of kin and all persons on the employee's Address and Phone Number Record, Form 1.20, and Employee Record Form, Form 1.38.
- II. **RESPONSIBILITY OF NOTIFICATION.** The commanding officer of the deceased employee shall cause the necessary notification to be made to the next of kin. Department personnel specified on the employee's Address and Phone Number Record, Form 1.20 (backside), shall be requested to assist with the notification(s).

**Note:** The Employee Assistance Unit (EAU) and Behavioral Science Services (BSS) are Department resources that are available to provide advice and/or assistance with notifications which follow the death of a Department employee.

**AMENDMENTS:** This Order amends Section 3/797.40 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO.13

APRIL 2, 1998

SUBJECT: COMPLAINANT INFORMATION ADVISORY FORM, FORM 1.81.16 -  
REVISED

PURPOSE: Special Order No. 5 dated June 30, 1997, activated the  
Complainant Information Advisory Form, Form 1.81.16.  
This Order revises Form 1.81.16 to accurately reflect Penal Code  
Section 148.6.

PROCEDURE:

I. COMPLAINANT INFORMATION ADVISORY FORM, FORM 1.81.16 -  
REVISED.

A. Use of Form. This form is used in conjunction with a  
complaint investigation to advise a complainant of the  
provisions of 148.6 PC, after the concerned supervisor  
has conducted an initial interview of a complainant  
and has completed the complainant's formal statement.

B. Completion - General. This form shall be completed  
after interviewing a complainant regarding any alleged  
act(s) of misconduct.

C. Distribution.

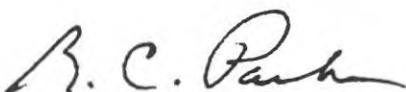
1 - Original to Internal Affairs Group (attached to  
Complaint Form, Form 1.28).

1 - Copy to complainant.

2 - TOTAL

FORM AVAILABILITY: The Complainant Information Advisory Form,  
Form 1.81.16, will be available for ordering from Supply Division  
within 90 to 120 days. The attached Form 1.81.16 shall be  
duplicated as needed until the form is available for ordering.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs  
Group, shall monitor compliance with this directive in accordance  
with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"

## COMPLAINANT INFORMATION ADVISORY FORM

Penal Code Section 148.6

**“YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS’ COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.**

**IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.”**

I have read and understood the above statement.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Complainant Name (Print)

\_\_\_\_\_  
IA Number

The complainant has indicated to me that he/she understands his/her rights and obligations in the Complainant Information Advisory Form.

\_\_\_\_\_  
Interviewing Supervisor

\_\_\_\_\_  
Serial Number



**FORMULARIO DE AVISO DE INFORMACION DE RECLAMANTE**  
Sección del Código Penal 148.6

**“USTED TIENE EL DERECHO DE HACER RECLAMACION CONTRA UN OFICIAL DE POLICIA POR CUALQUIER CONDUCTO IMPROPIO. LA LEY DEL ESTADO DE CALIFORNIA REQUIERE ESTA AGENCIA TENER PROCEDIMIENTO PARA INVESTIGAR RECLAMACIONES DE CIUDADANOS. USTED TIENE DERECHO DE RECIBIR POR ESCRITO UNA DESCRIPCION DE ESTE PROCEDIMIENTO. ESTA AGENCIA PUEDE ENCONTRAR, DESPUES DE UNA INVESTIGACION QUE NO SUCEDE SUFICIENTE EVIDENCIA PARA JUSTIFICARACCION SOBRE SU RECLAMACION; AUNQUE SEA ESTO EL CASO, USTED TIENE EL DERECHO DE HACER LA RECLAMACION Y DE TENERLO INVESTIGADO SI ES QUE USTED CREA QUE UN OFICIAL SE PORTO IMPROPIAMENTE. RECLAMACIONES DE CIUDADANOS Y CUALQUIER INFORME ESCRITO O RESULTADOS RESPETO A RECLAMACIONES, TIENEN QUE SER CONSERVADOS POR ESTA AGENCIA POR LO MINIMO DE CINCO ANOS.**

**ES CONTRA LA LEY HACER UNA RECLAMACION LO CUAL USTED CONOCE ES FALSO. SI USTED HACE UNA RECLAMACION CONTRA UN OFICIAL CONOCIENDO LO CUAL ES FALSO, USTED PUEDE SER PROCESADO POR DELITO MENOR.”**

Yo he leído y entiendo la declaración mas arriba.

\_\_\_\_\_  
Firma de Reclamante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Nombre (Imprimido) de Reclamante

\_\_\_\_\_  
IA Number

The complainant has indicated to me that he/she understands his/her rights and obligations in the Complainant Information Advisory Form.

\_\_\_\_\_  
Interviewing Supervisor

\_\_\_\_\_  
Serial Number



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

April 8, 1998

SUBJECT: PROCEDURE FOR ANSWERING DEPARTMENT TELEPHONES - REVISED.

PURPOSE: This Order revises the procedure for answering Department telephones.

PROCEDURE:

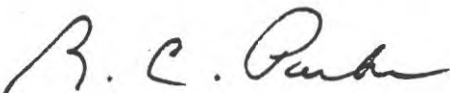
I. ANSWERING DEPARTMENT TELEPHONES - REVISED. An employee answering a public Department telephone (usually those connected to the City Centrex System) shall state the following:

- \* "Good morning", "Good afternoon" or "Good evening", as applicable;
- \* His/her office, group, bureau, division, section, unit, or community outreach center or, if the location is an Area station, the name of the Area followed by the phrase "Community Police Station," i.e., "Rampart Community Police Station."
- \* His/her rank or title, and last name; and,
- \* "May I help you?"

When answering other Department telephones (outside, private or non-Centrex), the employee may answer by giving the number of the telephone only. However, a commanding officer may authorize some other response for non-public telephones which are used for undercover operations.

AMENDMENTS: This Order revises Section 4/190.10 of the Department Manual.

AUDIT RESPONSIBILITY: Bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "D"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

April 16, 1998

SUBJECT: RESPONSIBILITIES FOR THE REVIEW AND DISTRIBUTION OF THE AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED

PURPOSE: Prior to using restricted electronic equipment, an Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, must be approved by the Bureau Commanding Officer or designated Staff Officer responsible for the investigation. After using the equipment, the After Action Evaluation portion of the form must be reviewed by the employee's commanding officer and a staff officer (3/568.15), preferably the same staff officer who approved the authorization. Prior to reorganization, the completed forms were sent to the Bureau of Special Investigation (BSI) for final review and retention. However, in our recent reorganization BSI was deactivated. This Order transfers BSI's responsibility to Fiscal and Support Bureau and revises the form to reflect this change. The procedure for approval and review of electronic surveillance equipment remains unchanged.

PROCEDURE:

- I. COMMANDING OFFICER, FISCAL AND SUPPORT BUREAU - RESPONSIBILITY. The Commanding Officer, Fiscal and Support Bureau shall:
  - \* Maintain a confidential file of all approved Authorizations to Use Restricted Surveillance Equipment, Form 12.41.
  - \* Evaluate equipment needs for maintenance, planned replacement, assessments of future technology and/or efficiency and effectiveness of the Department equipment resources.
- II. STAFF OFFICER - RESPONSIBILITY. The Staff Officer reviewing the use of restricted electronic equipment shall immediately notify the Chief of Police of any concerns and/or problems that arise from electronic surveillance equipment usage.
- III. AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED. The Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, will be revised at the next routine printing. A copy of

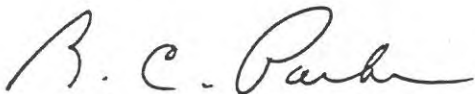
April 16, 1998

the revised form is attached for duplication as needed.  
The completed form shall be distributed as follows:

- 1 - Bureau Commanding Officer, initiating entity.
- 1 - Original, Commanding Officer, Fiscal and Support Bureau.
- 2 - TOTAL

AMENDMENT: This Order amends Sections 3/568.15 and 5/12.41 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal and Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"







OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

April 16, 1998

**SUBJECT: RESPONSIBILITIES FOR THE REVIEW AND DISTRIBUTION OF THE AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED**

**PURPOSE:** Prior to using restricted electronic equipment, an Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, must be approved by the Bureau Commanding Officer or designated Staff Officer responsible for the investigation. After using the equipment, the After Action Evaluation portion of the form must be reviewed by the employee's commanding officer and a staff officer (3/568.15), preferably the same staff officer who approved the authorization. Prior to reorganization, the completed forms were sent to the Bureau of Special Investigation (BSI) for final review and retention. However, in our recent reorganization BSI was deactivated. This Order transfers BSI's responsibility to Fiscal and Support Bureau and revises the form to reflect this change. The procedure for approval and review of electronic surveillance equipment remains unchanged.

**PROCEDURE:**

- I. **COMMANDING OFFICER, FISCAL AND SUPPORT BUREAU - RESPONSIBILITY.** The Commanding Officer, Fiscal and Support Bureau shall:
  - \* Maintain a confidential file of all approved Authorizations to Use Restricted Surveillance Equipment, Form 12.41.
  - \* Evaluate equipment needs for maintenance, planned replacement, assessments of future technology and/or efficiency and effectiveness of the Department equipment resources.
- II. **STAFF OFFICER - RESPONSIBILITY.** The Staff Officer reviewing the use of restricted electronic equipment shall immediately notify the Chief of Police of any concerns and/or problems that arise from electronic surveillance equipment usage.
- III. **AUTHORIZATION TO USE RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT, FORM 12.41 - REVISED.** The Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41, will be revised at the next routine printing. A copy of

April 16, 1998

the revised form is attached for duplication as needed.  
The completed form shall be distributed as follows:

- 1 - Bureau Commanding Officer, initiating entity.
- 1 - Original, Commanding Officer, Fiscal and Support Bureau.
- 2 - TOTAL

AMENDMENT: This Order amends Sections 3/568.15 and 5/12.41 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal and Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"







OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

July 10, 1998

**SUBJECT: RELEASE OF DEPARTMENT OF MOTOR VEHICLE RECORD INFORMATION**

**PURPOSE:** This Order expands the Department's procedure for releasing Department of Motor Vehicle (DMV) information to include the release of DMV information subsequent to a hit-and-run traffic collision.

**PROCEDURE:** Information received from DMV documents or automated files is **confidential**. Therefore, traffic collision information which is obtained directly from DMV files may only be released to specific parties, **and only in person** after verifying the identity of the requestor (Department Manual 3/410.10). In the case of a hit-and-run traffic collision, traffic report information obtained directly from DMV files may be released **only** after the DMV information regarding the hit-and-run vehicle and/or suspect has been **verified** through the Department's follow-up investigation. Once verified, such information may only be released to:

- \* An involved party;
- \* A parent(s) or legal guardian(s) of a minor involved party;
- \* A person who was injured in the collision;
- \* The owner of an involved vehicle or damaged property;
- \* A person or agency who may incur civil liability;
- \* An attorney or authorized representative of any of the above persons or parties (Department Manual 3/410.20).

Employees other than Records and Identification Division personnel **shall only** release DMV records information to authorized requestors **in person** and shall verify the identity of the requestor.

**AMENDMENT:** This Order amends Section 3/410.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

June 3, 1998

**SUBJECT:** WEARING A MOURNING BAND ON THE LAPD BADGE AND FLYING THE NATIONAL FLAG AT HALF-STAFF - REVISED

**PURPOSE:** This Order revises procedure for officers who wear a mourning band on the Los Angeles Police Department badge and revises procedure for flying the National Flag at half-staff.

**PROCEDURE:**

**I. MOURNING BAND.** A police mourning band may be worn on an officer's badge when:

- \* A peace officer assigned to a Los Angeles County law enforcement agency; a Department employee; or a Los Angeles City Firefighter or Paramedic is killed in the line of duty;
- \* An officer attends a funeral or other service for a fallen law enforcement officer; or,
- \* Approved by the Chief of Police.

A mourning band may be worn from the day of the death until midnight on the evening of the funeral.

**II. NATIONAL FLAG.** The Flag of the United States shall be flown at half-staff at a Department facility:

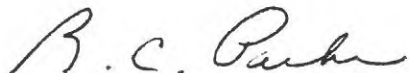
- \* Until sunset on the day of the funeral when a Department employee or a Los Angeles City Firefighter or Paramedic is killed in the line of duty;
- \* At the direction of the President of the United States, the Mayor of the City of Los Angeles, or the Chief of Police;
- \* On Memorial Day from sunrise to noon.

**AUDIT RESPONSIBILITY:** The Chair, Uniform Committee, shall monitor compliance with the wearing of the mourning band, as stated in this directive, in accordance with Manual Section 0/080.30.

June 3, 1998

The Commanding Officer, Detective Headquarters Division, shall monitor compliance with the displaying of the National Flag, as stated in this directive, in compliance with Manual Section 0/080.30.

**AMENDMENTS:** This Order amends Sections 3/234.90, 3/637.60, and 3/797.60 of the Department Manual.

A handwritten signature in cursive script, appearing to read "B.C. Parks".

BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

July 10, 1998

SUBJECT: INSPECTION OF VEHICLES-VEHICLE THEFT INVESTIGATIONS - AMENDED.

PURPOSE: Special Order No. 6, 1994, "Removal of Major Component Vehicle Parts and Related Forms Revisions," added Manual Section 4/780.24 to the 1996/97 Department Manual. It has been determined that Special Order No. 6, 1994, does not accurately reflect the law pertinent to the inspection of automobile and motorcycle repair shops as prescribed in Vehicle Code Section 2805(a). This Order clarifies this aspect of Special Order No. 6, 1994, by limiting the enforcement of Vehicle Code Section 2805(a) to personnel whose primary assignment is the investigation of vehicle theft crimes, and stressing the importance of obtaining a search warrant.

PROCEDURE:


INSPECTION OF VEHICLES-VEHICLE THEFT INVESTIGATIONS - AMENDED.

Pursuant to Vehicle Code (VC) Section 2805(a), the "Exception" noted under Manual Section 4/780.24 has been amended as follows:

**Exception:** Officers are cautioned that Section 2805 VC shall only be used by personnel whose primary assignment is the investigation of vehicle theft crimes. Under no circumstance shall Section 2805 VC be used to circumvent a search warrant or to search for non-vehicle theft-related evidence. Whenever sufficient probable cause exists, a search warrant shall be obtained.

AMENDMENTS: This Order amends Section 4/780.24 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

JULY 16, 1998

**SUBJECT: INVESTIGATIVE RESPONSIBILITIES OF CUSTODIAL DEATHS AND USE OF FORCE INCIDENTS RESULTING IN DEATH OR SERIOUS INJURY - REVISED**

**PURPOSE:** This Order assigns responsibility for the investigation of custodial deaths and use of force incidents resulting in death or significant injury, and establishes the Law Enforcement-Related Injury Investigation (LERII) Section, Detective Headquarters Division (DHD). This Order also incorporates the procedure for the investigation of Los Angeles Fire Department (LAFD) arson investigator-involved shootings into the Department Manual.

**PROCEDURES:**

**I. LAW ENFORCEMENT-RELATED INJURY INVESTIGATION SECTION, DETECTIVE HEADQUARTERS DIVISION.** The Law Enforcement-Related Injury Investigation (LERII) Section, Detective Headquarters Division (DHD), is responsible for conducting the administrative investigation of specified law enforcement-related use of force incidents.

**A. Functions.** The LERII Section, DHD, shall be responsible for the administrative investigation of all:

- \* Employee-involved use of force incidents (except those investigated administratively by Robbery-Homicide Division) which result in significant injury;

**Note:** For the purposes of this Order, a significant injury is defined as any injury, other than a traffic collision-related injury, which requires the individual to be admitted to a hospital for treatment or observation.

- \* Animal shootings; and,
- \* Officer-involved, non-tactical accidental discharges which do not result in an injury.

**B. Distribution of Reports.** The original and all copies of the administrative report shall be marked "CONFIDENTIAL" and disseminated by the Commanding Officer, DHD, within 60 calendar days of the incident. Any extension of the time limit requires approval of

JULY 16, 1998

the Chair, Use of Force Review Board. The Commanding Officer, DHD, shall retain the **original** report and disseminate copies of the report as appropriate. In addition to the Chair, Use of Force Review Board, this distribution usually includes:

- 1 - Office of the Chief of Police;
- 6 - Human Resources Bureau, Use of Force Review Section;
- 1 - Commanding Officer, Headquarters Bureau;
- 1 - Involved employee's bureau commanding officer;
- 1 - Involved employee's commanding officer (include photographs);
- 1 - Police Commission; and,
- 1 - Officer-in-Charge, Legal Affairs Section.

**II. OFFICER INVOLVED SHOOTING SECTION, ROBBERY-HOMICIDE DIVISION - FUNCTIONS.**

- A. Functions.** The Officer-Involved Shooting Section, Robbery-Homicide Division (RHD), shall be responsible for the administrative investigation of all:
- \* Officer-involved hit or non-hit intentional shootings (except animal shootings);
  - \* Officer-involved tactical accidental discharges and non-tactical accidental discharges resulting in an injury;
  - \* Custodial deaths (e.g., jail deaths); and,
  - \* Other law enforcement activity-related deaths.
- B. Distribution of Reports.** The original and all copies of the administrative report shall be marked "**CONFIDENTIAL**" and disseminated by the Commanding Officer, RHD, within 60 calendar days of the incident. Any extension of the time limit requires approval of the Chair, Use of Force Review Board. The Commanding Officer, RHD, shall retain the **original** report and disseminate copies of the report as appropriate. In addition to the Chair, Use of Force Review Board, this distribution usually includes:

- 1 - Office of the Chief of Police;
- 3 - Human Resources Bureau, Use of Force Review Section;
- 1 - Commanding Officer, Headquarters Bureau;
- 1 - Involved employee's bureau commanding officer;
- 1 - Involved employee's commanding officer; and,
- 1 - Police Commission.

**III. ALL OTHER DEPARTMENT ENTITIES - INVESTIGATIVE RESPONSIBILITIES.**

**A. Administrative Investigation Responsibilities.** The commanding officer of the involved employee(s) shall be responsible for the administrative investigation of all employee-involved and employee-influenced injuries which are not the responsibility of RHD or DHD. A supervisor from the involved employee's command shall respond to the scene and:

- \* Investigate these incidents to ensure that Department policies and procedures were followed;
- \* If training, personnel, or other administrative issues arise, take appropriate action; and,
- \* Ensure that the incident is documented in the appropriate Department report(s) e.g., crime, arrest, use-of-force, and/or pursuit reports.

**B. Criminal Investigative Responsibilities.** The geographic detectives, where the crime occurred, shall be responsible for the criminal investigation related to all employee-involved and employee-influenced injuries which are not the responsibility of a specialized command. The Area or specialized division commanding officer shall ensure that appropriate investigative personnel are assigned to the criminal investigation of these incidents.

**IV. INVESTIGATIONS REVEALING MISCONDUCT.** Whenever a person sustains an injury during a use of force incident alleges serious misconduct or the administrative investigation reveals serious misconduct, the Commanding Officer, Internal Affairs Group, shall be notified immediately by the commanding officer or senior officer in charge of the entity conducting the administrative investigation.

JULY 16, 1998

**V. LOS ANGELES FIRE DEPARTMENT (LAFD) ARSON**

**INVESTIGATOR-INVOLVED SHOOTING INVESTIGATIONS.** Los Angeles Fire Department personnel will investigate all arson investigator-involved accidental discharges not resulting in injury, and all LAFD arson-investigator animal shootings.

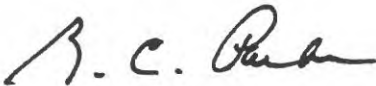
All other LAFD arson investigator-involved shootings will be investigated by the Los Angeles Police Department. The LAFD will notify the Administrative Information Unit, DHD. The Administrative Information Unit, DHD, will then notify the Officer-Involved Shooting Section, RHD.

**Investigative Responsibilities.** When a LAFD arson investigator-involved shooting falls outside the LAFD investigative purview, the Officer-Involved Shooting Section, RHD, shall:

- \* Conduct an administrative investigation of the incident in accordance with established Department procedures; and,
- \* Submit a report of the investigation **directly** to the Chief Engineer, LAFD, within 60 days of the date of occurrence. When it is impracticable to submit the report within 60 days, the Commanding Officer, RHD, shall notify the Chief Engineer, LAFD, of the delay.

**AMENDMENTS:** This Order amends Sections 2/1045.01, 2/1045.61, 3/795.05, 3/795.30, 3/795.35, 3/795.45 of, adds Section 2/1042.39 to, and deletes Sections 3/794, 3/794.05, 3/794.10, from the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

July 29, 1998

**SUBJECT: PEER COUNSELING PROGRAM**

**PURPOSE:** The Department's Peer Counseling Program provides all employees with an opportunity for peer support during times of personal or professional crisis. Staff and command officers should view the Peer Counseling Program as support for their personnel. This Order incorporates guidelines for the Peer Counseling Program into the Department Manual. Employees interested in participating in the program should contact the Employee Assistance Unit, Behavioral Science Services. Employees seeking counseling assistance may contact either a peer counselor, if one is known, or the Employee Assistance Unit, Behavioral Science Services for a referral.

**PROCEDURE:**

**I. BEHAVIORAL SCIENCE SERVICES - RESPONSIBILITY.** Behavioral Science Services (BSS) is responsible for the Peer Counseling Program.

**A. Peer Counseling Program.** The mission of the Program is to:

- \* Provide a support network of individuals willing to be of service to employees who express a need for assistance;
- \* Promote trust, allow appropriate anonymity, and preserve confidentiality for employees using peer counseling;
- \* Develop employee ability to anticipate personal conflicts and an awareness of available alternatives for self-help; and,
- \* Maintain an effective, ongoing peer counselor training process.

**B. Program Participation.** Peer counselors are selected from all ranks of sworn and civilian personnel. The criteria used to select an employee for participation in the Program as a peer counselor is:

- \* An expressed desire to be a peer counselor;
- \* Proficient performance evaluation reports;
- \* No work restrictions involving psychological stress;
- \* Not the object of a serious investigation of misconduct or suffering serious personal problems; and,

July 29, 1998

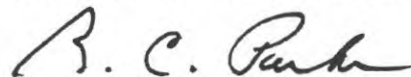
\* Recommendation by the employee's commanding officer.

- C. **Program Training.** The initial peer counseling training is conducted over a four-day period under the direct supervision of a licensed psychologist assigned to BSS. With the assistance of specialists, a series of periodic support training programs are also conducted.
- D. **Confidentiality.** One of the most important responsibilities of a peer counselor is the promotion of trust, anonymity, and confidentiality for employees who seek the assistance of the Peer Counseling Program. Communication between a peer counselor and counselee is considered privileged by the Department except for those matters which involve violations of the law or serious misconduct.
- E. **Use of Department Equipment and Facilities.** Peer counselors may use Department facilities and vehicles with the prior knowledge and approval of the immediate supervisor responsible for the involved equipment or facility.
- F. **Overtime.** In most cases peer counseling should take the form of on-duty meetings of relatively short duration, usually not exceeding four hours. In the event that overtime is required, advance approval from the Peer Counselor's immediate supervisor is required.

II. **EMPLOYEE - RESPONSIBILITY.** An employee seeking counseling assistance may contact either a peer counselor, if one is known, or the Employee Assistance Unit for a referral.

**AMENDMENTS:** This Order adds Section 2/320.09 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

July 29, 1998

**SUBJECT: PROCEDURE FOR COORDINATING DIRECTED  
TRAINING-ESTABLISHED**

**PURPOSE:** During the administrative review of field incidents and other activities, the Department sometimes determines that the involved employee should receive additional training in one or more aspects of his or her performance. It is most common for this conclusion to be made during a Use of Force Board review. In such cases the Chief of Police will direct that such training take place. It is essential that this "directed training" be carried out and documented, if for no other reason than protecting the employee and the Department from future liability. This Order standardizes procedure to ensure that all directed training is consistently administered and properly documented.

**PROCEDURE:**

**I. EMPLOYEE'S COMMANDING OFFICER RESPONSIBILITY -  
ESTABLISHED.**

**A. Divisional/Area Training.** When an administrative review of an employee's performance results in a recommendation of divisional/Area training, the employee's commanding officer shall ensure that:

- \* A member(s) of his/her command is designated to provide the recommended training; and,
- \* The command's Training Coordinator records the training in the employee's Training Management System (TMS).

**B. Formalized Training.** When an administrative review of an employee's performance results in a recommendation of formalized training, the employee's commanding officer shall ensure that:

- \* Continuing Education is advised of the specific training needs of the employee as identified through the administrative review;
- \* The employee receives the recommended training; and,
- \* The command's Training Coordinator records the recommended training in the employee's TMS.

July 29, 1998

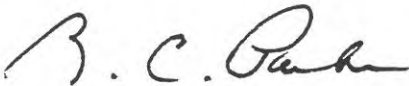
C. **Training Management System.** All directed training entries in TMS shall include the name, serial number, and assignment of the employee who provided the training, the Shots Fired by Officer Control (OIS) number or, if not applicable, the file number associated with the administrative review. If no administrative control number applies, the Division of Record (DR) number shall be entered.

**II. CONTINUING EDUCATION DIVISION - RESPONSIBILITY.**

The Commanding Officer, Continuing Education Division, is responsible for developing, staffing, coordinating and conducting training for employees who are directed to receive formalized training.

**AMENDMENTS:** This Order amends Section 2/540.10 of, and adds Section 3/796.35 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/80.30.



**BERNARD C. PARKS**  
Chief of Police

**Distribution "A"**





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

August 5, 1998

SUBJECT: ANALYZED EVIDENCE "TO BE REFRIGERATED" ENVELOPE,  
FORM 12.51.1 - REVISED

PURPOSE: The Analyzed Evidence "To be Refrigerated" Envelope, Form 12.51.1, has been revised to add boxes for the arrestee's driver's license number and date of birth. Scientific Investigation Division requires this information when preparing blood alcohol analysis reports for the Department of Motor Vehicles. The inclusion of this information will also expedite the driver's license suspension proceedings conducted by the Department of Motor Vehicles.

PROCEDURE:

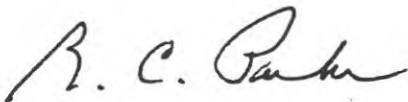
I. ANALYZED EVIDENCE "TO BE REFRIGERATED" ENVELOPE, FORM 12.51.1 - REVISED. The Analyzed Evidence "To be Refrigerated" Envelope, Form 12.51.1, has been revised.

A. Use, Completion and Distribution. The use, completion and distribution for this form have not changed.

NOTE: The employee booking evidence shall document the arrestee's driver's license number and date of birth on the upper right-hand corner of the Form 12.51.1, until the revised form is available for ordering from Supply Division.

FORM AVAILABILITY: The revised Analyzed Evidence "To be Refrigerated" Envelope, Form 12.51.1, will be available for ordering from Supply Division within 90 to 120 days.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

August 5, 1998

SUBJECT: OPERATIONAL ORDER AND OPERATIONAL NOTICE - ESTABLISHED.

PURPOSE: Although the Office of Operations was deactivated in September 1997, there remains a need to issue directives similar to the "Office of Operations Order" and the "Office of Operations Notice," which communicated procedures and/or information essential to operational entities. This Order establishes the categories of "Operational Order" and "Operational Notice" as the publications which will communicate pertinent, mission specific, information to the operational segments of the Department. These directives will be issued by the Chair of the Operations Committee and will serve the same purpose as the directives formerly issued by the Director, Office of Operations.

PROCEDURE:

I. OPERATIONAL ORDER AND OPERATIONAL NOTICE - ESTABLISHED.

The Operational Order and the Operational Notice are directives which communicate pertinent, mission specific, procedures and/or information to the operations segment of the Department. These directives will be issued by the Chair of the Operations Committee. When the subject matter or scope of the directive exceeds the five operational bureaus, an Office of the Chief of Police directive will be issued.

II. DEPARTMENT ENTITIES - RESPONSIBILITY. To ensure consistency and to facilitate the expeditious processing of a requested Operational Order or Notice, the guidelines below shall be followed when requesting the publication of such a directive.

A. Project Request. The commanding officer of a Department entity that identifies a need for an Operational Order or Notice shall forward a request via Intradepartmental Correspondence, Form 15.2, to the command having functional responsibility for the issue in question. For example, juvenile issues would be forwarded to Juvenile Division, and traffic issues to Uniformed Support Division.

If no organizational entity has functional responsibility for the issue identified, the request shall be forwarded to Management Services Division.

August 5, 1998

- B. **Project Research.** The commanding officer receiving the request shall evaluate the request to determine if a directive is appropriate. If it is determined that a directive is not appropriate, the commanding officer shall return the request via an Intradepartmental Correspondence, Form 15.2, to the requesting commanding officer outlining the reason(s) for not proceeding with the request.

If the commanding officer determines that a directive is appropriate, an employee (subject matter expert) from that command shall be assigned to research the request and prepare a draft Operational Order or Notice. The researcher preparing the draft Operational Order or Notice shall:

- \* Prepare a project package containing all research associated with the subject; and,
- \* Ensure the Operational Order or Notice is in a format which meets the standard delineated in Manual Section 1/630, "Completed Staff Work."

The commanding officer shall then submit the draft Operational Order or Notice to the Commanding Officer, Management Services Division for review.

**III. MANAGEMENT SERVICES DIVISION (MSD) - RESPONSIBILITY.** The Commanding Officer, MSD, provides staff support to the Chair, Operations Committee. In that regard, MSD shall:

- \* Review each request for publication of an Operational Order or Notice prior to it being submitted to the Chair, Operations Committee;
- \* Ensure the proposed Operational Order or Notice is reviewed for content, form, and format;
- \* If required, return the draft to the researching entity for substantive corrections;
- \* Forward the finalized Operational Order or Notice to the Chair of the Operations Committee for signature;
- \* Arrange for the distribution of the approved Operational Order or Notice; and,
- \* File and maintain approved Operational Orders and Notices with their respective project folders.


August 5, 1998

IV. CHAIR, OPERATIONS COMMITTEE - RESPONSIBILITY. The Chair of the Operations Committee shall review the finalized Operational Order or Notice and determine the appropriateness of issuing the directive.

V. UPDATING SPECIALTY MANUALS. When an Operational Order is approved and published, the command having functional responsibility for the issue addressed shall ensure that their respective manual, if any, is updated accordingly (e.g., Detective Operations Manual, Traffic Manual, Tactical Manual, etc.).

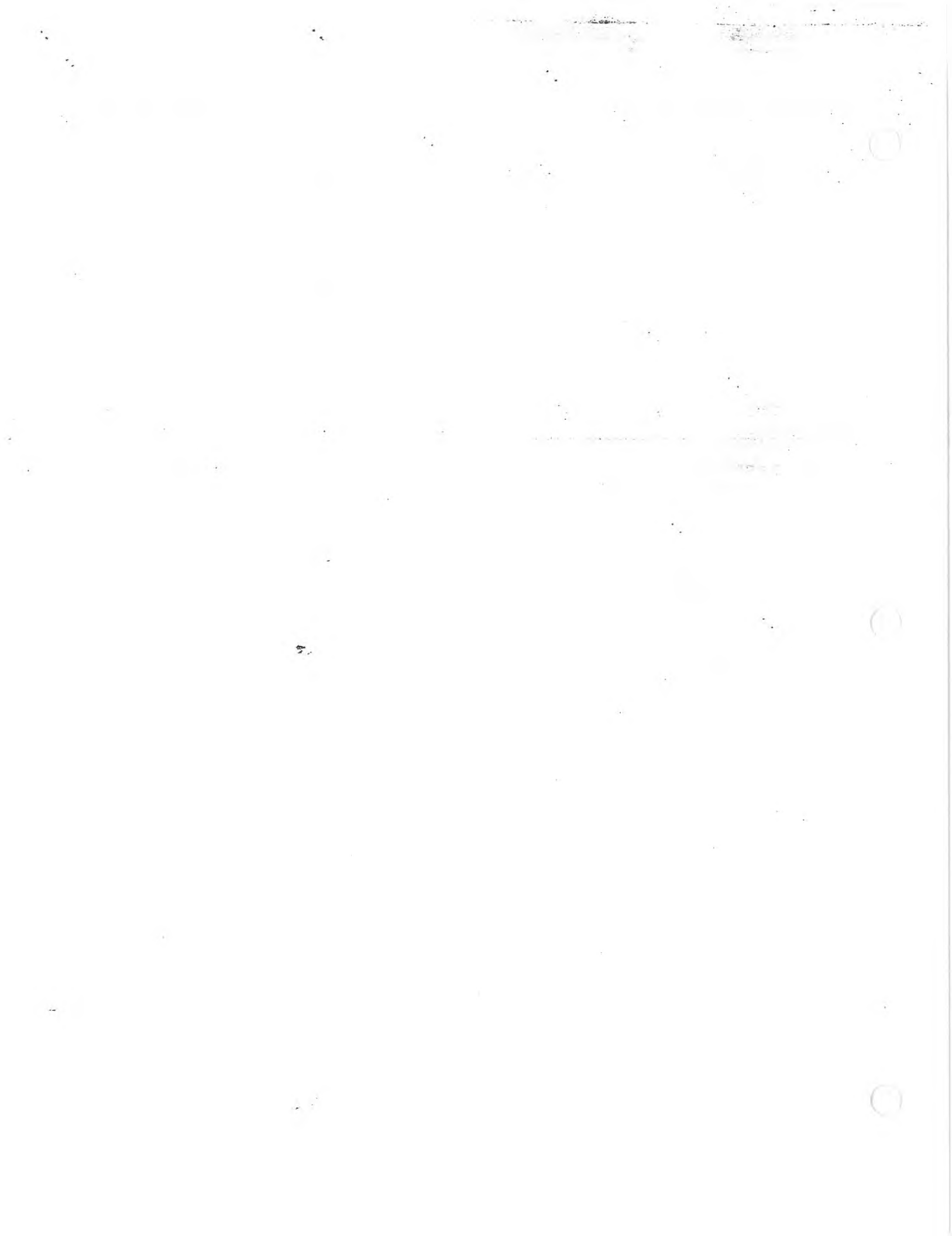
AMENDMENTS: This Order amends Section 0/090.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Chair, Operations Committee, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

August 7, 1998

SUBJECT: VEHICLE PURSUIT POLICY AND CODE THREE RESPONSE -  
REVISED

PURPOSE: Special Order No. 17, August 12, 1994, implemented major revisions to the Department's vehicle pursuit policy. Subsequent review of the vehicle pursuit policy, and the Code Three radio procedures policy, revealed the necessity to make revisions to those policies. Additionally, the pursuit policy did not include a definition of a vehicle pursuit nor did it define a hybrid vehicle's role in a pursuit. Due to the critical nature of the vehicle pursuit policy, it has been republished in its entirety. The revised Code Three radio procedure is also contained in this Order.

PROCEDURE:

- I. VEHICLE PURSUIT DEFINED. The California Highway Patrol defines a vehicle pursuit as, "An event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is attempting to avoid arrest (or detention) by using high speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to the officer's signal to stop" (emphasis added).
- II. DRIVER RESPONSIBILITY. Section 21055 of the California Vehicle Code (VC) specifies that in emergency situations the driver of an authorized emergency vehicle is exempt from the "Rules of the Road" as specified in Division 11 of the Code, when the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front. Section 21056 VC, however, specifies that this exemption "...does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect him from the consequences of an arbitrary exercise of the privileges granted in that Section (21055 VC)."
- III. INITIATION OF A VEHICLE PURSUIT. A pursuit should be initiated only when a law violator clearly exhibits an intention to avoid arrest by using a vehicle to flee. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle shall, when practicable, be within close proximity to the vehicle before attempting the stop. When circumstances indicate a high potential for a pursuit, e.g., felony want on vehicle, possible stolen vehicle, felony suspect, officers shall determine the availability and estimated time of arrival of an air



August 7, 1998

unit and, if tactically possible, wait for its arrival prior to initiating the vehicle stop. Additionally, officers should request a back-up unit.

**Factors In Initiating a Pursuit.** Officers must also weigh the seriousness of the offense against the potential dangers to themselves or members of the community and should consider the following factors when assessing whether to initiate a pursuit:

- \* Whether vehicular and/or pedestrian traffic safety is unreasonably compromised.
- \* The traffic conditions: Volume of vehicular traffic, volume of pedestrian traffic, and road conditions.
- \* Nature of the area of the pursuit: Residential, commercial, or rural.
- \* Whether the suspect can be apprehended at a later time.
- \* If weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers.
- \* The seriousness of the crime and its relationship to community safety.
- \* Whether the lack or quality of communication between the primary unit and Communications Division or the primary unit and a supervisor causes an unreasonable risk to the public.
- \* The familiarity of the primary pursuing unit with the area of the pursuit.

The same liability and potential danger inherent in a vehicle pursuit is also present when following a vehicle. Officers shall not violate the rules of the road, e.g., Division 11 of the California Vehicle Code, when following a vehicle. Exemption from provisions of the Vehicle Code (Division 11) is granted only when officers sound a siren as may be reasonably necessary and the officer's vehicle displays a lighted red lamp visible from the front. The decision whether or not to initiate a pursuit should be made as soon as it is clearly evident that the law violator is intending to flee. Officers shall not use "following" as a substitute for initiating a pursuit.

**Notifying Communications Division.** When a unit goes in "pursuit," it shall advise Communications Division that it is "in pursuit" and give the unit's identification,

August 7, 1998

location, a description of the pursued vehicle and/or suspects, directions taken, and reason for pursuit. The unit shall request an air unit and a back-up unit. The pursuing unit shall give frequent and comprehensive progress reports. Any unit having pertinent information regarding the pursuit may advise Communications Division. The secondary unit shall also notify Communications Division, as soon as possible, of the secondary unit's involvement in the pursuit by stating that it is "in pursuit" and its unit identification and location. The supervisor monitoring a pursuit shall continually evaluate the necessity to continue the pursuit.

**Unmarked Units.** Unmarked units without emergency equipment shall not engage in a pursuit. However, officers in unmarked units without emergency equipment may become involved in emergency activities involving a serious crime or a life-endangering situation. In those rare instances, it may be necessary to follow a suspect vehicle while summoning assistance from a black-and-white, four-wheeled unit equipped with external roof-mounted emergency lights. Officers in an unmarked unit without emergency equipment shall not violate the rules of the road as defined in Division 11 of the California Vehicle Code. When officers in an unmarked unit without emergency equipment become aware that a unit with emergency equipment has arrived and will attempt to stop the suspect vehicle, the unmarked unit shall disengage.

**Note:** A hybrid unit is a marked, emergency-equipped vehicle and may engage in vehicular pursuit. However, a hybrid is bound by the same restrictions as a motorcycle unit or a dual purpose unit.

#### IV. CONTROL OF A VEHICLE PURSUIT.

**Number and Type of Police Units Participating.** The initial pursuing police unit (primary unit) and the back-up unit (secondary unit) shall be the only units to pursue the suspect vehicle "Code Three." However, the senior officer of the primary unit may request an additional unit(s) to join the pursuit if it appears certain that the officers in the two vehicles involved would not be sufficient to safely effect the arrest of the suspect. (Also see "Supervisory Responsibilities.") Officers in all other units shall stay clear of the pursuit, but remain alert to its progress and location.

**Note:** When available, any unit in a pursuit should be a two-officer unit. Tactically, two officers (driver and passenger) are better able to evaluate and control activities in a pursuit.

August 7, 1998

If the unit initiating the pursuit cannot continue as the primary unit, the secondary unit shall become the primary unit. The secondary unit shall advise Communications Division that it is the primary unit. Another unit may then enter the pursuit and shall advise Communications Division that it is the secondary unit.

In the event a pursuit is initiated by an officer on a motorcycle or in a hybrid or dual purpose vehicle, the pursuing motor officer or driver of the hybrid or dual purpose vehicle shall relinquish the role as the primary unit when a four-wheeled, black-and-white unit equipped with external roof-mounted emergency lights has joined the pursuit. Absent exigent circumstances, officers on a motorcycle or in a hybrid or dual purpose vehicle shall not become a secondary unit after they become aware of the arrival of a secondary black-and-white, four-wheeled unit equipped with external roof-mounted emergency lights.

**Primary Unit Responsibilities.** The responsibility of the officers in the primary unit is the apprehension of the suspect without unreasonably endangering themselves or others. Unless relieved by a supervisor, the senior officer in the primary unit shall be responsible for controlling the pursuit tactics. The senior officer's responsibilities also include the decision to become involved in a pursuit, whether more than two units should join the pursuit, and whether the pursuit should be terminated.

**Secondary Unit Responsibilities.** The secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit.

**Supervisory Responsibilities.** The watch commander or a supervisor from the primary pursuing unit's command shall **maintain management control** of the pursuit. The supervisor shall monitor the pursuit and continuously assess the situation and ensure that the pursuit is conducted within Department guidelines. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, assigning an available air unit, or terminating the pursuit. Code Three vehicle operation is authorized for the supervisor, at the supervisor's discretion, to properly monitor and direct the pursuit.

- V. **VEHICLE PURSUIT DRIVING TACTICS.** During the course of the pursuit, officers shall continuously assess the road conditions and the actions of the suspect. Primary responsibility for pursuit activities shall be restricted

August 7, 1998

to the primary unit, secondary unit, and assigned supervisor. All other units **shall remain clear of the pursuit**, but shall remain alert to the location and progress of the pursuit. Units remaining clear of the pursuit shall follow the rules of the road and shall not drive Code Three.

There shall be no attempt to **pass** units engaged in the pursuit. Units other than the primary unit, secondary unit, or assigned supervisor shall not become involved in the pursuit unless requested by officers in the primary unit or directed by a supervisor.

*Tactics employed to stop a pursued suspect, such as establishing a physical barricade (road block), boxing in, heading off, ramming, or driving alongside the pursued vehicle are strongly discouraged. These tactics are extremely hazardous and should only be considered in those rare instances when warranted to save a life, and then only as a last resort.*

As a general policy, officers shall not pursue a vehicle the wrong way on a freeway. In the event a pursued suspect enters the freeway the wrong way, the following options should be considered:

- \* Requesting an air unit to assist and coordinate field activities.
- \* Maintaining visual contact with the suspect vehicle by paralleling it on the correct side of the freeway.
- \* Requesting other units to observe the exits available to the suspect vehicle.
- \* Notifying the California Highway Patrol and other police agencies as appropriate.

When a pursuit leaves the primary unit's Area of assignment, the primary unit shall:

- \* Notify Communications Division that the pursuit is entering another geographic Area. This assists Communications Division in broadcasting pursuit information on the appropriate radio frequencies.
- \* Notify Communications Division when the pursuit is entering another city. This assists Communications Division in contacting the appropriate agency to coordinate the exchange of information between the involved agencies.



August 7, 1998

The primary unit shall notify Communications Division of the presence of other law enforcement agencies and relay any request for assistance from or to another law enforcement agency unit through Communications Division.

**VI. VEHICLE PURSUIT SAFETY INSPECTION.** Officers involved in a vehicle pursuit shall notify the appropriate Motor Transport Division facility for a required vehicle inspection after the pursuit.

**VII. HELICOPTER ASSISTANCE.**

**Air Support Division Responsibilities.** The role of the air unit during a vehicle pursuit is to assist and coordinate field activities. When available, and not subject to a higher priority call, the air unit shall respond to a vehicle pursuit. The air unit shall be responsible for monitoring and broadcasting pursuit information. The air unit shall advise the ground units of road hazards or any unsafe conditions. Overall control of the pursuit shall remain with the primary ground unit and the ground supervisor.

**Note:** It is imperative all personnel understand that circumstances sometimes exist which either preclude an air unit from responding to a vehicular pursuit or cause an air unit to prematurely disengage. Inclement weather, terrain, air space restrictions and air traffic are factors which can affect an air unit's involvement in a pursuit situation.

In any pursuit, and especially in a hostage situation, the use of an air unit is recommended. Once the air unit has established visual contact with the pursued vehicle and believes that it can best maintain visual contact and broadcast pursuit information, the air unit shall advise Communications Division. Communications Division shall advise the pursuing units and ask if responsibility for broadcasting pursuit information shall be assumed by the air unit. The senior officer in the primary unit should relinquish responsibility for broadcasting pursuit information by notifying Communications Division, unless in the officer's judgement the gravity of the offense and the surrounding terrain dictate that responsibility for broadcasting pursuit information and coordinating field activities should remain with the ground unit.

If the circumstances of the pursuit indicate that apprehension of the pursued vehicle by the pursuing units appears unlikely, e.g., suspect vehicle continuously increases distance between the ground units, or the

August 7, 1998

suspect's vehicle is frequently out of sight of the ground units, the primary unit or a supervisor may direct the air unit to track the suspect vehicle.

When the tracking of the pursued vehicle is assumed by the air unit, officers on the ground shall broadcast whatever information is necessary to assist the air unit. The primary and secondary ground units may proceed Code Three, if necessary, and should, if possible, follow the suspect vehicle at a distance which would allow them to apprehend the suspect when the suspect vehicle has stopped and the suspects have fled on foot. The air unit shall continue to broadcast pursuit information and coordinate field activities until the suspects have been apprehended or until conditions (such as inclement weather, terrain, other air traffic, etc.) necessitate disengagement from the incident. Under those circumstances, the involved ground unit shall be advised by Communications Division to assume responsibility for broadcasting pursuit information and following the suspect vehicle.

If ground units are not within visual contact and the air unit determines, in the interest of safety, that it can no longer continue to track the suspect vehicle, the air unit shall discontinue tracking the vehicle and notify Communications Division.

To assist the supervisor responsible for the control of the pursuit, the air unit shall:

- \* Identify all law enforcement vehicles involved in the pursuit and record the corresponding shop numbers (or vehicle descriptions when shop numbers are not available).
- \* Respond, as practicable, to any other requests from the supervisor responsible for management control of the pursuit.

**VIII. HOSTAGE-INVOLVED VEHICLE PURSUIT.** It must be emphasized that the safety of the hostage must be the primary consideration in determining the tactics that will be employed to effect the release of the hostage and apprehend the suspect(s).

**Initial Notification.** When a member of the Department becomes aware that a hostage is, or may be, in a pursued vehicle, Communications Division shall be advised immediately. All available information shall be reported, including physical description of the hostage, manner of dress, and the exact location of the hostage within the vehicle (when known).

August 7, 1993

**Communications Division Responsibilities.** Communications Division shall ensure all hostage-related information is immediately broadcast. The fact that a hostage may be involved in a pursuit shall be periodically transmitted during the subsequent pursuit status broadcasts. In instances where the taking of a hostage has not been confirmed, Communications Division shall attempt to obtain additional information from the original reporting person via telephone. If a callback number is not available, or the reporting person cannot be contacted, Communications Division shall assign a specific unit to respond to the scene of the initial occurrence to verify the taking of a hostage.

**Primary Unit Responsibility.** The primary unit shall broadcast any known information regarding the hostage's position within the vehicle, a description of the hostage, suspect information, and information regarding the suspect's weaponry. The presence of a hostage in the pursuit magnifies the importance of the primary unit maintaining maximum control and ensuring that nonessential units do not become involved in the pursuit.

- IX. **LOSS OF PURSUED VEHICLE.** When a pursued vehicle is lost, officers in the primary unit shall immediately broadcast the necessary information to Communications Division. The primary unit shall broadcast supplemental information on the appropriate tactical frequency and coordinate the search as needed. When a helicopter unit is assisting, descriptive and directional information shall be specifically broadcast to the air unit.
- X. **VEHICLE PURSUITS BY OTHER LAW ENFORCEMENT AGENCIES.** When a pursuit initiated by another law enforcement agency occurs in the City, the initiating unit and jurisdiction shall be responsible for the progress of the pursuit. Los Angeles Police Department (LAPD) units shall not attempt to assist with the pursuit unless specifically requested to do so by the pursuing agency or unless it is clearly demonstrated that assistance from this Department is required. In the event an LAPD unit becomes involved in another agency's pursuit, this Department's vehicle pursuit policy shall apply.

Generally, it is a poor practice to co-mingle ground units from different agencies during a pursuit. Therefore, when the Department accepts responsibility for a pursuit initiated by another agency, the other agency should be directed to completely disengage from the pursuit. Similarly, when a Department pursuit is turned over to another agency, LAPD ground units should completely disengage. Trailing a Department-initiated pursuit which



August 7, 1998

has been turned over to another agency is a decision to be made by the LAPD supervisor responsible for oversight of the pursuit and is usually based upon the necessity for the Department to accept custody of the offender at termination. However, distance from the City is a factor to be considered in the decision to trail.

**XI. DISCONTINUING A VEHICLE PURSUIT.** Officers involved in a pursuit shall continually evaluate the necessity for continuing the pursuit. Officers must determine whether the seriousness of the initial violation or any subsequent violations reasonably warrants continuation of the pursuit. The following factors should be considered when assessing whether to continue or terminate a pursuit:

- \* Whether there is an unreasonable risk of injury to the public or to the pursuing officers.
- \* Whether speeds dangerously exceed the normal flow of traffic.
- \* Whether vehicular and/or pedestrian traffic safety is unreasonably compromised.
- \* Whether the suspects can be apprehended at a later time.
- \* If the weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers.
- \* The suspect is not responding to the emergency equipment, e.g., siren and red lights of the police vehicle; is not accelerating to get away from the officer; and the only known reason for initiating a pursuit is a minor traffic infraction.
- \* The seriousness of the crime and its relationship to community safety.
- \* The traffic conditions: Volume of vehicular traffic, volume of pedestrian traffic, and road conditions.
- \* Nature of the area of the pursuit: Residential, commercial, or rural.
- \* Whether the lack or quality of communication between the primary unit and Communications Division or the primary unit and a supervisor causes an unreasonable risk to the public.
- \* The familiarity of the primary pursuing officer with

the area.

All officers involved in a vehicle pursuit will be held accountable for the continuation of a pursuit when circumstances indicate it should have been discontinued. Since driver officers are usually concentrating on the safe operation of the police vehicle, passenger officers are particularly responsible for advising drivers when they feel the pursuit is exceeding reasonable limits.

- XII. POST-PURSUIT DISCIPLINE.** Safety is critical at the termination of a pursuit, therefore, the need for decisive action, self-control, and strict personal discipline is essential. The responsibility for maintaining control and directing activities at the termination point of a vehicle pursuit must remain with the senior officer in the primary unit unless relieved by a supervisor. The officers in the secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit. Unless summoned to the scene, officers in all other units shall remain clear of the pursuit termination point.

**Note:** Responding plainclothes personnel shall ensure that they are readily identifiable as police officers by affixing proper identification on their outer garment.

When the pursuit is terminated and the suspect(s) flees on foot, the air unit, when involved, shall broadcast any information which may assist in the deployment of ground units.

When Communications Division broadcasts the location and other information indicating that the vehicle pursuit is terminated, involved units shall temporarily switch their radios to the appropriate tactical frequency. The tactical frequency shall be used to coordinate the search for a suspect(s) fleeing on foot.

- XIII. SUPERVISOR'S RESPONSIBILITIES AT THE TERMINATION OF A VEHICLE PURSUIT.** When a supervisor from the pursuing officers' Area or division of assignment has not responded to the termination point of the pursuit, Communications Division shall dispatch a supervisor from the primary unit's Area or division of assignment to the location. Upon arrival at the termination point, the supervisor shall immediately assume responsibility for controlling police action at the scene and ensuring adherence to Departmental policies. The supervisor shall retain these responsibilities until the suspect is booked or released and all reports are completed. The supervisor shall also submit a Vehicle Pursuit Report, Form 1.14, and a

August 7, 1998

California Highway Patrol Pursuit Report, Form CHP 187, to the involved officer's commanding officer.

All Vehicle Pursuit Reports require a DR number. If a pursuit results in the completion of other related reports, the DR number for the related reports shall also be used for the Vehicle Pursuit Report. Copies of all related reports shall be distributed with the Vehicle Pursuit Report. If a pursuit is terminated without police action that requires other reports, a miscellaneous DR number shall be obtained for the Vehicle Pursuit Report. Only Section I of the Form CHP 187 shall be completed by a supervisor. The DR number shall be placed in the lower box in the upper right hand corner of the Form.

A supervisor from the Area in which the pursuit terminates, or a supervisor from the closest Area if the termination point is outside the City, shall respond to the scene immediately and remain in charge until relieved by a supervisor from the pursuing officers' Area or division of assignment. When a supervisor from the pursuing officers' Area or division is unable to respond, the supervisor-in-charge at the scene shall assume all the prescribed responsibilities.

Supervisory personnel shall take appropriate action when they become aware of violations of the Department pursuit policy. The supervisor-in-charge shall contact Air Support Division (ASD) to identify all vehicles in the pursuit. The name of the ASD officer contacted and the identity of all officers involved in the pursuit shall be included in the Vehicle Pursuit Report, Form 1.14. When it is determined that unauthorized units are involved, corrective action shall be recommended in the Form 1.14.

- XIV. REQUIRED ADMINISTRATIVE NOTIFICATION OF A VEHICLE PURSUIT.** Only vehicle pursuits amounting to an Unusual Incident, as outlined in Manual Section 4/214.50, require an administrative notification to Detective Headquarters Division.
- XV. COMMANDING OFFICER'S ADMINISTRATIVE REVIEW OF A VEHICLE PURSUIT.** The commanding officer from the Area or division to which the pursuing officers are assigned shall review, sign, and forward the Vehicle Pursuit Report, Form 1.14, to his or her bureau commanding officer within five business days following the pursuit. When the pursuing officer(s) are assigned to the Office of the Chief of Police (OCOP), or Community Affairs Group (CAG), the Vehicle Pursuit Report shall be forwarded to the Chief of Staff for review. The commanding officer shall ensure that a California Highway Patrol Pursuit Report, Form CHP 187, has been completed and is distributed with the

August 7, 1998

Vehicle Pursuit Report. When the reviewing commanding officer determines that the pursuit or any part of the pursuit was out of policy, a written rationale for that classification and recommendations for corrective action shall be attached to the Vehicle Pursuit Report, Form 1.14.

- XVI. BUREAU COMMANDING OFFICER AND CHIEF OF STAFF'S RESPONSIBILITY.** The bureau commanding officer, or the Chief of Staff for OCOP and CAG, shall review and sign the Vehicle Pursuit Report, Form 1.14, within 21 calendar days following the pursuit. Final classification of a pursuit shall rest with the bureau commanding officer or the Chief of Staff. A copy of the Vehicle Pursuit Report and its accompanying California Highway Patrol Pursuit Report, Form CHP 187, shall be forwarded to Traffic Coordination Section, Operations Headquarters Bureau.

**Note:** Traffic Coordination Section shall be responsible for forwarding the Form 187 to the address listed on the form.

- XVII. RADIO CODES AND PROCEDURES.** The following code and phrase shall be used, when applicable, in local radio transmissions:

- \* **Code Three.** A radio call accompanied by a "Code Three" designation is an emergency call. It shall be answered immediately, but in a manner which will enable the unit to reach the scene as quickly as possible with safety. Exemption from provisions of the Vehicle Code (Division 11) is granted only when officers sound a siren as reasonably necessary and the officer's vehicle displays a lighted red lamp visible from the front.

A call may justify a "Code Three" response if any of the following elements are present:

- \* A serious public hazard.
- \* The preservation of life.
- \* A crime of violence in progress.
- \* The prevention of a crime of violence.
- \* An immediate pursuit.
- \* A unit at the scene requests another unit "Code Three."

The final decision for the use of "Code Three" other than in response to a directed radio call, shall be made by the vehicle operator.

An officer shall immediately broadcast his or her intention to proceed "Code Three" when the decision is based on other than a directed police radio call. The "Code Three" broadcast shall include the nature and



August 7, 1998

location of the activity and, when known, the starting point, route of travel, and destination.

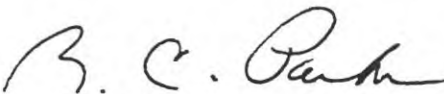
**Exception:** Whenever officers activate their Code Three equipment in conjunction with mobile field force tactics at the scene of a riotous incident, a "Code Three" notification to Communications Division is not required. However, officers traveling in a mobile field force configuration with their Code Three equipment activated shall notify Communications Division that they are traveling Code Three.

When the "Code Three" response has been terminated, the officer shall notify Communications Division as soon as practical.

When more than one unit is "Code Three" in the same general area, they shall be notified by Communications Division that other units are "Code Three" in the vicinity.

**AMENDMENTS:** This Order amends Sections 1/555.05, 1/555.10, 1/555.15, 1/555.20, 1/555.21, 1/555.25, 1/555.30, 1/555.40, 1/555.45, 1/555.50, 1/555.55, 1/555.60, 1/555.65, 1/555.70, and 4/120.40 of, and deletes Section 1/555.35 of, and adds Sections 1/555.01 and 1/555.51 to, the Department Manual.

**AUDIT RESPONSIBILITY:** Geographic bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 25**

**August 10, 1998**

**SUBJECT: DISCRIMINATION COMPLAINT PROCEDURE - REVISED.**

**PURPOSE:** To further the Department's policy of equal employment opportunity, the procedure for monitoring, investigating, and resolving employee initiated complaints alleging discriminatory employment practices has been revised. At the direction of the City Council, the Board of Police Commissioners has created the Police Commission Discrimination Unit (PCDU). As a result, Employee Opportunity and Development Division will no longer be responsible for investigating discrimination complaints. This Order establishes the PCDU, outlines its responsibilities, and revises the procedure for initiating, investigating and resolving discrimination complaints.

**PROCEDURE:**

**I. POLICE COMMISSION DISCRIMINATION UNIT - ESTABLISHED.**

The Police Commission Discrimination Unit (PCDU) is established and reports to the Board of Police Commissioners.

**Note:** The PCDU is located at 316 West Second Street, Suite 200, Los Angeles, CA 90012. The telephone number is (213) 473-5063 and the facsimile number is (213) 473-5075.

**II. POLICE COMMISSION DISCRIMINATION UNIT -**

**RESPONSIBILITIES.** The PCDU will retain primary responsibility for accepting, investigating and adjudicating complaints that involve discrimination issues. The term discrimination with or without the word "unlawful" before it, includes the concept of a "hostile work environment", harassment, and retaliation for past complaints of discrimination or harassment. Among the tasks to be centralized in the PCDU shall be the following:

- \* Providing information and advice to Department supervisors and managers on discrimination issues and procedures; and providing advice and counseling to all employees who believe they have been discriminated against;
- \* Processing and investigating discrimination complaints filed by Department employees which involve employment actions, practices, or procedures;



August 10, 1998

- \* Working with the Department's Equal Employment Opportunity Coordinator (EEOC) in resolving discrimination complaints;

**Note:** The EEOC is the Commanding Officer of Personnel Group.

- \* Monitoring and filing resolved complaints to ensure that remedies are implemented effectively;
- \* Receiving and responding to legal processes relating to discrimination complaints subsequent to conferring with the concerned Department entity. Responding to legal processes involving the production of records in court shall be the responsibility of Legal Affairs Section, (Manual section 3/425.30);
- \* Maintaining a database that tracks the number, type, and disposition of discrimination complaints as well as the progress and outcome of each complaint received by the PCDU;

**Note:** The PCDU will endeavor to maintain all records on a Confidential basis.

- \* Providing periodic and special reports and/or analysis to the Board of Police Commissioners, the Office of the Chief of Police, and the EEOC regarding statistics and the progress of the Department's anti-discrimination efforts;
- \* Maintaining liaison with outside compliance agencies and the City's Personnel Department;
- \* Working in conjunction with the Commanding Officer, Human Resources Bureau, the Chief of Staff, and their subordinate commands to eliminate the occurrence of Department-wide discrimination;
- \* Assisting the Department in all aspects of the Department's anti-discrimination efforts;
- \* Assisting the Department in providing training to sworn and non-sworn employee's, command staff, and members of Boards of Rights, regarding discrimination issues;

August 10, 1998

- \* Preparing and distributing materials to employees regarding the role of the PCDU including employee rights regarding discrimination, issues of confidentiality, anonymity, retaliation, and employee's (including victims) duties and responsibilities to report all acts of discrimination; and,
- \* Preparing a document for employees responsible for investigating complaints of harassment containing the standards the City has developed for the investigation of harassment and discrimination complaints.

**III. DISCRIMINATION COMPLAINT-CRITERIA.** A Department employee may file a complaint with the PCDU on any action, procedure, practice, or condition of employment which the employee believes to be discriminatory on the basis of:

- \* Race;
- \* Color;
- \* Religion;
- \* National origin;
- \* Gender, including sexual harassment;
- \* Age;
- \* Physical or mental disability;
- \* Marital status;
- \* Sexual orientation;
- \* Creed;
- \* Ancestry;
- \* Medical condition, (cancer);
- \* Having or perceived as having Human Immunodeficiency Virus (HIV);
- \* Having or perceived as having Acquired Immune Deficiency Syndrome (AIDS); or,
- \* Retaliation for having made or filed a prior discrimination complaint regardless of the agency with which the complaint was filed.

**IV. DISCRIMINATION COMPLAINT - FILING OPTIONS OTHER THAN THE PCDU.**

- A. Filing Options within the Department and City.** Department employees are encouraged to resolve discrimination complaints by utilizing this

August 10, 1998

discrimination complaint procedure. However, other filing options available within the Department and the City include the:

- \* Grievance procedure;

**Note:** The Grievance procedure is available for those matters concerning a dispute of the interpretation or application of a Memorandum of Understanding or Departmental rules and regulations governing personnel practices or working conditions.

- \* Administrative Appeal procedure; and,

**Note:** The Administrative Appeal procedure is available only to sworn personnel and is the only process for alleging that a transfer or assignment is discriminatory or retaliatory in nature.

- \* Civil Service Commission.

**Note:** The Department's discrimination complaint procedure is available to all Department employees except those who opted to use another City investigative review procedure for the same matter, (Manual Section 3/748.10).

- B. **Filing options outside the City.** Filing options outside the City include the:

- \* California Department of Fair Employment and Housing (DFEH); and,
- \* U.S. Department of Justice, Equal Employment Opportunity Commission.

#### V. DISCRIMINATION COMPLAINT PROCEDURE.

- A. **Filing a Complaint.** A Department employee who believes that he/she has been discriminated against may file a complaint with the PCDU. The complaint should be filed as timely as possible to the action, procedure, or practice that is believed to be discriminatory, but must be filed within one

August 10, 1998

year of the date of occurrence. The complaint shall be submitted on an Employee's Report, Form 15.7, and shall include the following information:

- \* The complainant's work hours, work phone number, and home phone number;
- \* A complete description of the complaint including the selection or employment action, practice, or procedure which is discriminatory and the basis on which it is discriminatory (Section III);
- \* The names and work assignments of any witnesses; and,
- \* The remedy the complainant is seeking.

The completed Employee's Report shall be submitted directly to the PCDU and shall **not** be submitted to nor approved by a Department supervisor.

**Note:** The PCDU will determine at an initial interview if the complaint is within its jurisdiction. Should a complaint not be within the PCDU jurisdiction, the PCDU Staff will direct the employee to the proper entity, and where possible provide any assistance the employee may require.

- B. Immediate corrective action.** Where the PCDU upon receipt of a complaint, determines that immediate corrective action is necessary and appropriate, then the PCDU shall notify the EEOC.
- C. Reporting of Misconduct.** Acts of discrimination violate the Department's anti-discrimination policy and may also constitute misconduct. Possible misconduct shall be reported to a supervisor pursuant to Manual Section 3/815.05.

**Note:** Where the subject of a complaint is the complainant's immediate supervisor, the allegations may be reported to another supervisor or at the next level in the chain of command.

August 10, 1998

**D. Responsibility for Investigation of Complaints.**

Upon receipt of the complaint, the PCDU shall notify the Department's EEOC of the complaint.

- \* When the complaint does not allege misconduct (Manual Section 3/805.25), the PCDU shall investigate the matter.
- \* When a complaint contains allegations of both discrimination and misconduct, the PCDU Officer-in-Charge (OIC), Internal Affairs Group (IAG) Commanding Officer, and the EEOC shall confer to determine how the investigation will be conducted. Generally, PCDU will investigate the discrimination allegation(s) and the Department will investigate the misconduct allegation(s). Such investigations are usually conducted simultaneously. Where possible, joint investigations should be conducted by PCDU and Department personnel in order to reduce multiple occurrences of victim and/or witness interviews. The final report for each investigation must reference the other investigation.

**Note:** The Commanding Officer, IAG, shall ensure that personnel trained in discrimination laws and processes are available to assist the PCDU in the investigation of discrimination complaints.

- \* If the complaint alleges misconduct only, it shall be forwarded to the Commanding Officer, IAG, for investigation and timely completion pursuant to current Department procedure.

**Note:** The PCDU shall be advised of any discrimination related complaints not filed with it, and shall be notified by the Department regarding the investigation and disposition of such complaints.

**E. Investigations by and Recommendations of the PCDU.**

The PCDU shall conduct a thorough investigation of all complaints for which it is responsible. The PCDU shall attempt to complete its investigation



within 60 calendar days of the date of receipt. Upon completion of the investigation, the PCDU shall prepare a report that contains:

- \* A statement of facts surrounding the complaint;
- \* The specific remedy sought by the complainant; and,
- \* The findings and recommendations of the PCDU.

The PCDU shall forward copies of the complaint, PCDU's completed investigation, and PCDU's final report to the EEOC via the Chief of Police.

**Note:** The recommendations of the PCDU, which are supported by the investigative findings, shall carry considerable weight in determining the final disposition of the complaint.

- F. Board of Rights.** The PCDU shall be available to all Boards of Rights where discrimination is an issue, and may act as a resource and subject matter expert to the Board as requested.

**VI. REVIEW AND RESOLUTION OF DISCRIMINATION COMPLAINT INVESTIGATIONS.**

- A. Resolution of Complaint.** A complaint is considered resolved when a remedy is agreed upon by the complainant and the Chief of Police, and the agreed upon remedy is implemented. Such remedy shall be consistent with applicable laws, Department procedure, and current Memoranda of Understanding (MOU).
- B. Equal Employment Opportunity Coordinator Review.** Upon receipt of a discrimination complaint investigation, the Department's Equal Employment Opportunity Coordinator (EEOC) shall review the investigation. If the investigation is received with an agreed upon remedy, or if the EEOC can reach an agreed upon remedy, the EEOC shall forward a report, via the Chief of Police, to the Board of Police Commissioners, via the PCDU, describing the complaint and its resolution.

August 10, 1998

A complaint investigation without an agreed upon remedy shall be forwarded by the EEOC to the Chief of Police with a report containing:

- \* Documentation of the efforts made by the EEOC to resolve the complaint investigation;
- \* Recommendations of the EEOC; and,
- \* Management insight into any underlying issues which may have led to the complaint including any systemic problems such as deficient training or personnel practices.

The EEOC shall notify the PCDU that the complaint has been forwarded to the Chief of Police.

- C. Chief of Police Review.** Upon receipt of a complaint investigation without an agreed upon remedy, the Chief of Police or his/her designee, will attempt to resolve it.

If the complaint is resolved, the Chief of Police shall forward pertinent information to the PCDU and EEOC for filing.

If the Chief of Police is unable to resolve the complaint, the Chief shall:

- \* Inform the complainant and the Board of Police Commissioners via the PCDU, in writing of his/her findings and recommendations.

Additionally, the Chief will take action to correct any underlying issues which may have led to the complaint to ensure they do not lead to a reoccurrence.

- D. Board of Police Commissioners Review.** Upon receipt of the report from the Chief of Police of an unresolved complaint, the Board of Police Commissioners will inform the complainant in writing of its decision as to whether or not it will review the complaint. A decision not to review the complaint shall be deemed a final disposition of the discrimination complaint.



August 10, 1998

After rendering a decision to review the complaint, the Board of Police Commissioners will inform the complainant, in writing, of the final determination regarding the complaint. Additionally, the Board of Police Commissioners shall notify the PCDU, the Chief of Police, and the EEOC of the final disposition.

**E. Administrative Closure of Complaint.** The OIC of the PCDU may administratively close a complaint when:

- \* There is no evidence that the basis for the complaint is discriminatory;
- \* There is no nexus between the alleged act(s) and a discriminatory basis for such act(s);
- \* The complainant has opted to use another City procedure or another such procedure is initiated subsequent to the filing of a complaint with a State or Federal agency for the same or a similar matter;
- \* ~~In~~ability to reach the complainant because his/her location is unknown and there is no independent evidence to support the complaint;
- \* Failure of the complainant to cooperate with the investigation and there is no independent evidence to support the complaint; or,
- \* The complainant fails to respond within 15 calendar days to a recommendation for resolution offered at any point subsequent to a completed investigation or during the review process.

The PCDU, shall provide written notification to the complainant, Board of Police Commissioners, and the EEOC via the Office of the Chief of Police of a decision to administratively close a complaint.

**Note:** Although the investigation of a complaint may be closed, the Department must take remedial action when appropriate.

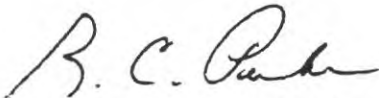
August 10, 1998

**F. Appeal Of Administrative Closure.** The complainant may appeal the administrative closure to the Board of Police Commissioners by submitting a written appeal to the Board's Executive Director. A Police Commissioner will be assigned to review the matter and determine if the closure was appropriate or if the matter should remain open. The Executive Director will notify the complainant, PCDU and the EEOC via the Office of the Chief of Police of the Commissioner's determination.

**G. Extension of Time Limits.** The reporting deadlines may be extended with the mutual consent of the complainant and the reviewer.

**AMENDMENT:** This Order amends Section 2/525.05, 3/748.10, 3/748.15, 3/748.20, 3/748.25, 3/748.30, 3/749, and adds Section 2/170 to the Department Manual.

**AUDIT RESPONSIBILITIES:** The Police Commission's Executive Director and the Department's Equal Employment Opportunity Coordinator shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "D"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

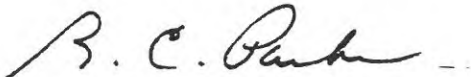
August 12, 1998

SUBJECT: LANGUAGE POLICY - ESTABLISHED

**POLICY:** Effective communication is essential in building a lasting relationship with the people we serve. However, the Los Angeles Police Department serves a City with diverse communities representing cultures and languages from around the world which include limited and non-English speaking persons. The Department also serves many people who have communication disabilities, such as the hearing-impaired. To enable Department personnel to provide the best possible police service, we must strive to communicate with all the people we serve, while never wavering from our commitment to treat everyone with dignity and respect.

It is the responsibility of all Department personnel to ensure that appropriate and effective communication is established in all community contacts. In these contacts, employees are expected to take all reasonable and necessary steps to use all available language resources. Personnel shall use these resources in conducting thorough field and follow-up investigations and other community contacts when communication disabilities or language differences could create a communication barrier.

**AMENDMENTS:** This Order adds Section 1/240.25 to the Department Manual.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 27**

**August 17, 1998**

**SUBJECT: PROCEDURE FOR NOTIFYING SUSPECTED CHILD ABUSE VIOLATORS - ESTABLISHED.**

**PURPOSE:** This Order activates the Notice of Report to the Child Abuse Central Index, Form 8.31.0, and establishes procedure for notifying suspected child abuse violators that they have been reported to the Department of Justice (DOJ).

**BACKGROUND:** Recent legislation amended the Child Abuse and Neglect Act by adding California Penal Code Section 11169 (b). The new law mandates that law enforcement agencies, upon completion of a child abuse investigation and in addition to notifying the DOJ, provide written notification to the suspect informing the suspect that he/she has been reported to the DOJ. This requirement impacts only child abuse cases investigated on or after January 1, 1998.

**PROCEDURE:**

**I. NOTICE OF REPORT TO THE CHILD ABUSE CENTRAL INDEX, FORM 8.31.0 - ACTIVATED.**

**A. Use of form:** This form is used to notify an individual that he/she has been identified as a suspect in an investigation of suspected child abuse and that this information has been forwarded to the DOJ.

**B. Completion:** This form shall be completed and mailed to each person named as a suspect in an investigation of suspected child abuse.

**C. Distribution:**

1 - Original shall be mailed to the suspect.

1 - A copy shall be retained in the Detective's Case Envelope, Form 15.15.

**2 - Total**

**II. INVESTIGATING OFFICER'S RESPONSIBILITY.** Upon completion of a child abuse investigation, the follow-up investigator shall:

August 17, 1998


- \* Forward a Child Abuse Investigation Report, Form SS-8583, to the Child Abuse Central Index, DOJ; and,
- \* Issue a Los Angeles Police Department, Notice of Report to the Child Abuse Central Index, Form 8.31.0, to the suspect identified on the Child Abuse Investigation Report, Form SS-8583. If the notification is not handed to the suspect, it shall be mailed to the suspect. A copy of the form and the manner in which the suspect was notified shall be retained in the Detective's Case Envelope, Form 15.15.

**III. DETECTIVE SUPERVISOR'S RESPONSIBILITY.** Detective supervisors responsible for reviewing the follow-up investigation of a child abuse case shall ensure that the investigating officer's Detective's Case Envelope, Form 15.15, contains a completed copy of the Notice of Report to the Child Abuse Central Index, Form 8.31.0, and documentation that the form was delivered or mailed to the suspect.

**FORM AVAILABILITY:** The Notice of Report to the Child Abuse Central Index, Form 8.31.0, will be available for ordering from Supply Division within 60 days. The attached Form 8.31.0 shall be duplicated as needed until the form is available for ordering.

**AMENDMENTS:** This Order amends Section 4/218.51 of, and adds Section 5/8.31.0 to, the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

Attachment

Distribution "A"



LOS ANGELES POLICE DEPARTMENT

**Notice of Report to the Child Abuse Central Index**

Name of Individual: \_\_\_\_\_

Report Number: \_\_\_\_\_ Date of Report: \_\_\_\_\_

The Los Angeles Police Department (LAPD) has completed an investigation of suspected child abuse and did not determine that the report was unfounded. Unfounded is defined in Penal Code §11165.12(a) as a child abuse report which is determined by a child protective agency investigator to be false, inherently improbable, accidental or not to constitute child abuse.

Pursuant to Penal Code §11169(b), this is notification that you are named as a suspect by this agency in its investigation of suspected child abuse reported to the Department of Justice (DOJ). The Child Abuse Central Index contains information from investigation reports of suspected child abuse submitted by child protective agencies to DOJ on Form SS-8583 [see Penal Code §11170(a)(1)]. Law enforcement agencies, probation departments, county welfare agencies, and district attorneys access the Index when conducting investigations of child abuse, and court investigations and licensing agency personnel to screen individuals for child placement and licensure or employment in positions having custody of children.

This agency is responsible for the accuracy, completeness and retention of this report. If you believe the report is unfounded or you have been incorrectly listed, do not contact the Department of Justice. Any request for review should be directed to:

LAPD Investigating Officer: \_\_\_\_\_

LAPD Address: \_\_\_\_\_

LAPD Investigating Officer Telephone Number: \_\_\_\_\_



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

August 17, 1998

**SUBJECT:** RESPONSIBILITY FOR MONITORING E-MAIL REASSIGNED

**PURPOSE:** This Order reassigns the responsibility for monitoring electronic mail (E-mail).

**PROCEDURE:** Special Order No. 5, February 5, 1998, assigned the responsibility for the monitoring of E-mail transmissions to commanding officers. A recent audit has determined that, due to software restrictions, commanding officers do not have the capability of monitoring E-mail. Therefore, the responsibility for monitoring E-mail transmissions has been reassigned to the Inspection and Control Section, Administrative Group.

**AMENDMENTS:** This Order amends Sections 2/215.12 and 4/105.15 of the Department Manual.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

August 17, 1998

**SUBJECT:** DEPLOYMENT OF THE URBAN POLICE RIFLE AND SHOTGUN SLUG AMMUNITION BY FIELD PERSONNEL

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** This Order supercedes Operational Notice No. 2, dated May 19, 1998.

Law enforcement officers throughout the country are being confronted more frequently by suspects who are heavily armed and wearing ballistic protection. The most memorable example of this trend occurred on February 28, 1997, when Los Angeles police officers responding to a North Hollywood bank robbery were confronted by two suspects encased in full body armor and armed with an array of weapons including fully automatic assault rifles. Though limited to their standard duty weapons, the officers' courage and persistence ultimately led to a successful resolution of this threat to the safety of our community. While this is obviously the most notable example of what is becoming a significant problem, it is hardly exclusive. More and more crimes, particularly bank robberies, are being committed by heavily armed and ballistically protected suspects. Therefore, it is imperative that field officers have ready access to additional weaponry and ammunition if they are to discharge their sworn duty to protect the people of this City.

In the months following the North Hollywood incident, the Department conducted a thorough examination of its ability to handle unexpected confrontations with heavily armed suspects. As a result of that examination, the Chief of Police and the Board of Police Commissioners have given their approval for the deployment of additional weapons in our patrol cars subject to a clear policy governing the deployment of those weapons by field officers.

This Order establishes Department policy and procedure for the deployment of Urban Police Rifles (UPRs) and Shotgun Slug Ammunition (SSA) by field officers. In addition, this Order establishes a new radio code, "Code Robert," which shall be used to request the immediate response of a UPR or SSA equipped unit.

**POLICY:** In performing its mission to protect the people of this City, the Department equips officers with weapons sufficient to control most field situations. In determining the type of weapons and ammunition routinely carried by field officers, a careful balance must be achieved between our urban setting and the degree of danger we face. For anticipatable events which pose a higher degree of danger, special units are equipped and trained to use more powerful weapons consistent with the anticipated threat level. However, unanticipatable field

situations occasionally arise which require immediate access to specialized weapons in order to control the situation and protect the community as well as the officers responding to the incident. In recognition of this need, the Department has authorized the field deployment of special weapons and ammunition. However, these weapons and ammunition may only be deployed by specially trained field officers including trained supervisors, and absent an immediate threat of death or serious bodily injury which precludes waiting for approval, supervisory approval is required prior to using these weapons and ammunition during a field situation.

The UPR and SSA may be used to assist officers who respond to an unplanned and spontaneous incident involving a suspect(s) who is wearing protective body armor, believed to be armed with or who has immediate access to a high powered weapon(s), or who is believed to be armed and situated in a distant or fortified location which affords the suspect(s) a tactically superior position. The use of UPRs and SSA is intended to minimize the risk of death or serious bodily injury to officers as well as members of the community. Generally, the UPR should not be deployed indoors because of the weapon's penetration capability. Though the deployment of the UPR and SSA is usually restricted to spontaneous events, the Chief of Police or the Department Commander may authorize their deployment on a pre-planned basis for station defense, in conjunction with a Mobile Field Force or in other extraordinary, high-risk emergency events. In every case, deployment of the UPR and SSA shall be in accordance with the Department's Use of Force Policy including all of its reporting requirements.

#### PROCEDURE:

- I. **DEPLOYMENT CRITERIA.** The UPR and/or SSA shall only be deployed by a UPR or SSA certified officer upon approval from a supervisor. Each deployment shall be in accordance with Department policy, such as during a spontaneous field incident, and only when there is reason to believe a suspect is:
  - \* Wearing protective body armor; or,
  - \* Armed with or has immediate access to a high-powered weapon which surpasses the capability of the weapons normally carried by field personnel; or,
  - \* Armed and situated in a distant or fortified location which affords the suspect(s) a tactically superior position, in which the deployment of a UPR or SSA reasonably appears necessary to neutralize the threat posed by the suspect(s).



August 17, 1998

**Exception:** When a UPR or SSA certified officer encounters an immediate life threatening situation which meets the deployment criteria and sufficient time does not exist to obtain supervisory approval, he/she may deploy the UPR or SSA without prior supervisory approval. When this occurs, the officer deploying the UPR or SSA shall report it to a supervisor as soon as practical. If circumstances necessitating the emergency deployment are not recorded in another administrative investigation, e.g., an officer-involved shooting report, then the incident shall be fully documented in the supervisor's daily report.

Once the threat is resolved, or when Metropolitan Division, Special Weapons and Tactics (SWAT) arrives at the scene and assumes responsibility for control of the incident, the UPR and SSA shall be re-secured.

**II. CODE ROBERT - ACTIVATED.** The radio code, "Code Robert," is activated. When a UPR or SSA is required, the officer shall broadcast his/her unit designation, location, and "Code Robert-UPR" or "Code Robert-Slug." Additionally, the requesting unit shall determine the urgency of the situation and request either a Code 2 or Code 3 response. A supervisor shall respond to all Code Robert requests and may respond Code 3 when necessary, upon notifying Communications Division. If the field situation changes and the UPR or SSA is no longer needed, the requesting officer shall cancel the Code Robert.

**III. COMMUNICATIONS DIVISION - RESPONSIBILITIES.** Upon receiving a "Code Robert" request, Communications Division personnel shall:

- \* Broadcast an all units "Code Robert-UPR" or "Code Robert-Slug" and the location of the request;
- \* Assign the call to a UPR or SSA equipped unit; and,
- \* Assign a supervisor to respond.

In most cases, the frequency should remain on stand-by until the incident is resolved or the units move to a tactical frequency.

**IV. RESPONSIBILITIES OF OFFICERS EQUIPPED WITH A UPR OR SSA.** Only officers who are UPR or SSA trained and certified are authorized to deploy the UPR or SSA in the field. Officers who are equipped with the UPR or SSA shall:

August 17, 1998

- \* Secure the UPR and UPR ammunition in the trunk of their police vehicle until supervisory approval is obtained for its deployment;
- \* Ensure they have access to slug ammunition, but not load it into the shotgun prior to supervisory approval;
- \* Respond to those requests for a UPR or SSA as assigned; and,
- \* Ensure that each situation meets the deployment criteria and that supervisory approval is obtained prior to deploying the UPR or SSA at an incident unless exigent circumstances exist which preclude prior supervisory approval.

When a UPR or SSA is deployed at an incident without prior supervisory approval (exigent circumstances), the deploying officer shall report it to a supervisor as soon as practical.

**V. SUPERVISOR - RESPONSIBILITIES.** A supervisor shall respond to each "Code Robert" request and:

- \* Determine if deployment of the UPR or SSA is appropriate;
- \* Take charge of the tactical incident and determine if the incident is within the capability of the unit(s) at scene or if SWAT should be requested;
- \* Ensure that all UPRs and SSA are re-secured once the threat is resolved;
- \* Make the necessary notifications if either the UPR or SSA is discharged; and,
- \* Document the incident in the supervisor's daily report if no other administrative report (e.g., officer-involved shooting report) is required.

Generally, the supervisor's decision to deploy the UPR or SSA must be made at scene; however, under exigent circumstances, the authorization may be given via telephone or radio prior to arrival.

**VI. WATCH COMMANDER - RESPONSIBILITIES.** Each patrol and traffic watch commander shall ensure that:

- \* UPR and SSA equipment is available at all times for response to a field incident;

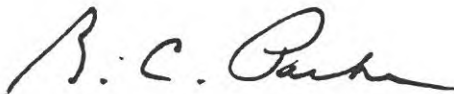
- \* UPR and SSA trained personnel are deployed on each watch;
- \* A "UPR" or "SSA" notation is made on the Daily Work Sheet, Form 15.26, and on the Area Command Center Mobile Field Force roster indicating the units which are deployed with a UPR and/or SSA; and,
- \* A supervisor is dispatched to all "Code Robert" requests.

**VII. COMMANDING OFFICERS - RESPONSIBILITIES.** Area and Traffic Division Commanding Officers shall:

- \* Evaluate all UPR and SSA deployment and usage within their command to ensure consistency with this policy including proper at-scene supervisory oversight;
- \* Maintain a current list of officers within their command who are trained and certified to deploy the UPR and/or SSA (obtained from Training Division); and,
- \* Maintain a record of all UPRs and SSA issued to their command and ensure that the weapons are properly stored and maintained by the Area/Division Armorer.

**AMENDMENTS:** This Order amends Section 4/120.40 of the Department Manual and adds Sections 1/556.90, 3/610.17 and 3/611.60 to the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each geographic bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

August 28, 1998

**SUBJECT: REVISED PROCEDURE FOR THE ISSUANCE OF PARKING CITATIONS**

**PURPOSE:** Most parking violations were decriminalized in 1993 and failure to pay a parking citation now results in a non-criminal remedy such as a hold being placed on the vehicle's registration. However, even after that change, parking citations issued on a personal service citation continued to be adjudicated in Municipal Court. Recently, the Court has notified all local law enforcement agencies that it will no longer accept most parking citations issued on a personal service citation. Therefore, the Department's procedure of issuing a personal service citation when an officer observes a driver commit a parking violation must be amended to require that officers cite most parking violations on an absentee citation.

**PROCEDURE:** All parking citations, other than violations of 22500(h) VC (Double Parking) and 22526(a) VC, shall be issued on an absentee citation. Double Parking and Gridlock violations may be cited either on an absentee citation or on a personal service citation when the citing officer observes the driver commit either of these violations.

**AMENDMENTS:** This Order amends 4/318.10 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Uniformed Support Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"





OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 31

August 28, 1998

SUBJECT: BOOKING EXPLOSIVE MATERIAL - REVISED

**PURPOSE:** Over the past few years, the Department has experienced an increase in field officer contacts with a variety of explosive materials, some of which are relatively safe, while others are extremely hazardous. This has resulted in many instances in which officers have been placed in potentially dangerous situations. In the interest of officer safety, the following changes in the handling and subsequent booking of explosive substances have been made.

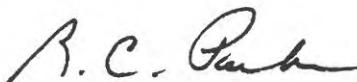
**PROCEDURE:** The initial employee who encounters any explosive material or pyrotechnic device shall contact a specialist from the Explosives Section, Detective Support Division prior to handling the item(s). This contact should be made telephonically either directly to the Explosives Unit during regular business hours or through Detective Headquarters Division at other times.

**NOTE:** A pyrotechnic device is any combination of materials which is activated by fire to produce an audible, visual, mechanical or thermal effect. A pyrotechnic device contains explosive material and should be considered hazardous until a determination is made by the Explosives Specialist.

The Explosives Section specialist will speak directly to the officer or supervisor who has physical custody of the explosive material or pyrotechnic device prior to providing direction on its handling and/or booking. Employees shall follow the Specialist's direction on handling and booking the item(s).

**AMENDMENT:** This Order amends Sections 2/670.81, 4/540.20, and 4/212.50 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

September 1, 1998

**SUBJECT: DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM**

**PURPOSE:** Section 6380 of the Family Code requires law enforcement agencies to enter restraining orders with firearm prohibition disclaimers into the Department of Justice Domestic Violence Restraining Order System (ROS). The ROS provides information to Department personnel concerning the validity and conditions of these restraining orders. Additionally, Penal Code Section 12021(g), prohibits persons from obtaining, receiving, purchasing, or otherwise acquiring a firearm if they are the subject of some of these restraining orders. As a result, immediate and accurate entry of restraining order information into the ROS is essential to restrict these persons from possessing firearms.

This Order delineates the types of restraining orders that shall be entered into the ROS, and revises the procedure for entry of these restraining orders into the ROS and distribution of restraining orders to geographic Areas.

**PROCEDURE:**

**I. TYPES OF RESTRAINING ORDERS ENTERED INTO THE DEPARTMENT OF JUSTICE DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM.**

The Department of Justice, with the authority of Section 6380 of the Family Code, mandates that law enforcement agencies enter information from the following restraining orders into the Department of Justice Domestic Violence Restraining Order System:

- \* Emergency Protective Orders;
- \* Order to Show Cause and Temporary Restraining Orders that pertain to domestic violence;
- \* Restraining Orders After Hearings that pertain to domestic violence;
- \* Restraining Orders that are issued by the juvenile court that pertain to domestic violence;
- \* Order to Show Cause and Temporary Restraining Orders that prohibit harassment;
- \* Order After Hearing on Petition for Injunction Prohibiting Harassment;


- \* Protective Orders in Criminal Proceedings;
- \* Out-of-State Domestic Violence Protective Orders which have been registered in California with the Superior Court; and,
- \* Workplace Harassment Orders.

**II. DATA ENTRY AND DISTRIBUTION OF RESTRAINING ORDERS ENTERED INTO THE DEPARTMENT OF JUSTICE DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM.** The Restraining Order Unit (ROU), Records and Identification Division, upon receiving a restraining order from the issuing court clerk, shall input the restraining order information into the Department of Justice Domestic Violence Restraining Order System (ROS) when the restraining order is one of the specific types for which such entry is required under Family Code Section 6830. The ROU personnel shall forward restraining orders that do not require entry into the ROS to the Community Police Station where the protected person resides.

Community Police Station records personnel who receive a restraining order from a source other than the ROU, and which requires entry into the ROS, shall continue to input the restraining order information into the ROS.

**AMENDMENTS:** This Order adds Section 4/216.08 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

September 4, 1998

**SUBJECT: EMPLOYEE IDENTIFICATION-REVISED**

**PURPOSE:** This Order revises existing procedure regarding Department-issued badges and identification cards, and authorizes the optional pocket name tag.

**PROCEDURE:**

**I. WEARING OF A DEPARTMENT-ISSUED BADGE - REVISED.**

**A. On-Duty, Uniformed Employees.**

Uniformed employees shall wear their official Department-issued badge on the outermost garment of their uniform. However, employees attired in a Department-approved specialized uniform, e.g., bike detail or bomb squad, may wear a facsimile badge provided that the facsimile badge has been approved by the Uniform Committee for wearing with the specialized uniform. In all cases, the badge shall be displayed on the outermost garment of the specialized uniform so it is clearly visible at all times.

**B. On-Duty, Non-Uniformed Officers.**

On-duty, non-uniformed officers shall wear their official Department-issued badge so it is readily accessible for presentation to members of the public.

**Exception:** Officers working an undercover assignment in which their identification as a law enforcement officer would hinder their investigation or their safety are exempt from this requirement. Generally, this does **not** include plain clothes detectives conducting follow-up investigations.

**C. Display Of Identity In A Department Facility.**

While in a Department facility, non-uniformed employees shall display either their official badge or Department-issued identification card.

**II. IDENTIFICATION CARD - ALL EMPLOYEES - REVISED.**

On-duty employees shall have their Department-issued identification card in their immediate possession. Anytime a person requests to verify an employee's status as a Department employee, the employee **shall** present the identification card.



**Exception:** Officers working an undercover assignment in which their identification as a law enforcement officer would hinder their investigation or their safety are not required to have the identification card in their immediate possession. Generally, this does **not** include plain clothes detectives conducting follow-up investigations.

**III. IDENTIFICATION FOR COURT APPEARANCES.**

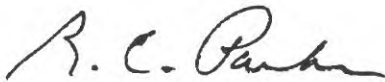
Upon entering any courtroom or court office, officers who are conducting official business **shall** present their identification card to the bailiff or court clerk. When making a duty-related court appearance at a United States Federal Courthouse, officers shall present their identification card to the court security officer at the post of entry.

**IV. POCKET NAME TAG - ALL EMPLOYEES - AUTHORIZED.**

The pocket name tag designed in accordance with Department Uniform and Equipment Specification Manual Section I-I391 is an approved optional item, which may be used by all Department employees. The pocket name tag may be worn at functions and meetings where recognition of Department affiliation would be desirable. However, the pocket name tag **is not** a substitute for the Department-issued badge or identification card.

**AMENDMENTS:** This Order eliminates Sections 3/614.70 and 3/614.80, of, and adds Sections 3/603., 3/603.10, and 3/603.20 to the Department Manual.

**AUDIT RESPONSIBILITY:** All bureau commanding officers, and the Chief of Staff, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



**BERNARD C. PARKS**  
Chief of Police

Distribution "D"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 34**

**September 11, 1998**

**SUBJECT: REVISION OF DEPARTMENT DISCIPLINARY PROCEDURES  
REGARDING RESERVE POLICE OFFICERS**

**PURPOSE:** Currently, the Commanding Officer of Personnel Group, as the Department Police Reserve Coordinator, is responsible for the final review and adjudication of misconduct complaints involving reserve police officers. In order to standardize the review and adjudication of discipline involving reserve officers with those of sworn officers, the authority for the final review and adjudication of misconduct complaints involving reserve officers will be the Chief of Police. This Order revises the disciplinary procedures concerning reserve officers.

**PROCEDURE:**

- I. DISCIPLINARY PROCEDURE FOR RESERVE POLICE OFFICERS - REVISED.** The authority for the final review and adjudication of a misconduct complaint involving a reserve police officer shall be the Chief of Police.

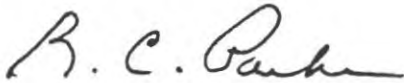
A pre-disciplinary procedure is not required for termination of a reserve officer, therefore a Notice of Proposed Disciplinary Action, Form 1.88, should not be served; however, it is advisable that the reserve officer be verbally informed of a recommendation for termination and that this action be documented in the letter of the transmittal.

- II. DEPARTMENT RESERVE COORDINATOR'S RESPONSIBILITIES - REVISED.** The Department Reserve Coordinator shall review the recommended adjudication of a misconduct complaint involving a reserve officer after it has been adjudicated by the reserve officer's bureau commanding officer. The Reserve Coordinator shall forward the complaint to Internal Affairs Group indicating concurrence or militarily endorsing the recommended adjudication.

**AMENDMENTS:** This Order amends Sections 3/252.30, 3/252.65, and 3/870 of the Department Manual.

September 11, 1998

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

A handwritten signature in cursive script, appearing to read "B. C. Parks".

BERNARD C. PARKS  
Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 35

November 16, 1998

**SUBJECT:** VEHICLE INVESTIGATION, FORM 3.07 - DEACTIVATED; STATE OF CALIFORNIA, DEPARTMENT OF CALIFORNIA HIGHWAY PATROL, VEHICLE REPORT, CHP 180 (Rev. 7/97) FORM - IMPLEMENTED

**PURPOSE:** This Order deactivates the Vehicle Investigation, Form 3.07 and implements the State of California Department of California Highway Patrol (CHP), Vehicle Report, CHP 180 (Rev. 7/97) Form. The implementation of the CHP 180 will enable Department personnel to report information to the CHP and other law enforcement agencies in a consistent manner Statewide.

**PROCEDURE:**

- I. **VEHICLE INVESTIGATION, FORM 3.07 - DEACTIVATED.** The Vehicle Investigation, Form 3.07, is deactivated. The discontinued Form 3.07, shall be marked "obsolete" and placed into the divisional recycling bin.
- II. **STATE OF CALIFORNIA, DEPARTMENT OF CALIFORNIA HIGHWAY PATROL, VEHICLE REPORT, CHP 180 (Rev. 7/97) FORM - IMPLEMENTED.** This form is activated to report most vehicle-related investigations conducted by the Department. A copy of the form is attached for training purposes.
  - A. **Use of Form.** This form shall be used to report the following items when they are reported stolen, lost, recovered, found, or impounded:
    - \* Motor vehicles (all types), including:
      - \* Motorcycles, motor-driven cycles, mopeds, mini-bikes, go-carts, and motor scooters.
      - \* Off-highway vehicles, including construction equipment, dune buggies, and racing vehicles.
    - \* Trailers (all types).
    - \* Separate vehicle motors.



November 16, 1998

- \* Separate vehicle transmissions.
- \* Major component vehicle parts.
- \* License plates (Except found).

**Note:** Lost/stolen license plates will no longer be reported on the Preliminary Investigation Report, Form 3.01.

- \* Campers.
- \* Aircraft (all types).
- \* Boats.
- \* Separate boat engines.
- \* Separate boat transmissions.

In addition, this form shall be used to release a vehicle impounded with a hold and as a Garage Report of Release or Sale of an impounded vehicle.

**Note:** Officers shall continue to report found plates on the Property Report, Form 10.01.0, as delineated in Manual Section 5/10.01.0.

- B. Completion** - This form shall be completed as delineated in the attached guidelines. Any questions related to the completion of this form shall be directed to the divisional Auto Theft Unit or the patrol watch commander.

The notification to the Department's Vehicle Information Processing Unit (VIPU) shall be documented in the "Date/Time Dispatch Notified" box. The File Control Number (FCN) shall be written at the right side of the top margin.

- C. Distribution.** The distribution for this form is the same as the current distribution for the Vehicle Investigation Report, Manual Section 5/3.07.

**FORM AVAILABILITY:** The California Highway Patrol, Vehicle Report, CHP 180 form, is available for ordering from Supply Division.

November 16, 1998

**AMENDMENT:** This Order amends Sections 4/203.40, 4/220.10, 4/220.25, 4/220.35, 4/220.45, 4/220.50, 4/220.55, 4/220.70, 4/220.80, 4/220.85, 4/220.90, 4/221.20, 4/222.16, 4/222.38, 4/222.42, 5/222.51, 4/222.55, 4/222.60, 4/226.15, 4/226.20, 4/226.30, 4/248.40, 4/248.60, adds Section 5/180 to, and deletes Section 5/3.07 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 36

November 10, 1998

**SUBJECT:** YOUTH ADVOCACY PROGRAM NOTICE OF REFERRAL, FORM 9.13 -  
REVISED

**PURPOSE:** This Order revises the Form 9.13 to more accurately document juvenile information which will enable investigating officers to make better case assessments and referrals.

**PROCEDURE:**

**I. YOUTH ADVOCACY PROGRAM NOTICE OF REFERRAL, FORM 9.13 - REVISED.**

**A. Use of Form.** The form is used by investigating officers to record appointment information for juveniles who are being referred to outside agencies. The form provides space for the Referral Agency Counselor to record feedback data concerning the juvenile's initial appointment.

**B. Distribution.**

1 - Original to the Referral Agency.

1 - Copy, parent or guardian of referred juvenile.

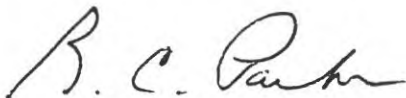
1 - Copy, subject's divisional package.

**3 - TOTAL**

**FORM AVAILABILITY:** The Youth Advocacy Program Notice of Referral, Form 9.13, will be available for ordering from Supply Division within 60 days. The attached Form 9.13 shall be duplicated as needed until the form is available for ordering.

November 10, 1998

**AUDIT RESPONSIBILITY:** The Commanding Officer, Juvenile Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 37

November 18, 1998

SUBJECT: HOME GARAGING REVIEW AUTHORITY

**PURPOSE:** The Department Manual currently assigns responsibility for reviewing home garaging permits with the Fleet Management Committee. However, this Committee is more configured to ensure that the Department's fleet is adequately distributed, that new car purchases meet Department needs and that vehicles are being properly maintained. Reviewing home garaging permits is more properly a function of bureau commanding officers in order to ensure that each permit meets the criteria of "operational necessity."

This Order activates the Home Garaging Review Committee and assigns responsibility for reviewing all home garaging permits with that committee.

**PROCEDURE:**

**I. HOME GARAGING REVIEW COMMITTEE - ESTABLISHED.**

The Home Garaging Review Committee (HGRC) is established and shall consist of the following members:

Chief of Staff, Chair;  
Commanding Officer, Operations-Headquarters Bureau; and,  
Commanding Officer, Human Resources Bureau.

**II. HOME GARAGING REVIEW COMMITTEE FUNCTIONS.**

The HGRC shall manage the Department's home-garaging program in accordance with the policies and procedures set forth by the Board of Police Commissioners and the City Council. The Committee shall:

- \* Establish a submission schedule for renewal applications;
- \* Review all home garage applications annually; and,
- \* Determine which applications comply with those policies.

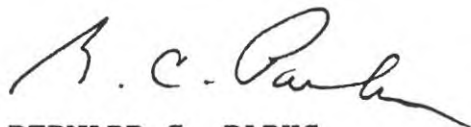
Management Services Division will provide staff support to the Committee; however, Motor Transport Division shall continue to review, process and maintain a file of all home garaging approval summaries, home garaging vehicle authority



November 18, 1998

applications, home garaging vehicle logs and home garaging employee authorizations (Manuals Section 2/440.03). The Chief of Police is the reviewing authority for this committee.

**AMENDMENTS:** This Order amends Sections 2/093.40, 2/215.24, 2/440.03 of, and adds Section 2/093.45 to the Department Manual.

A handwritten signature in cursive script, appearing to read "B. C. Parks", written in dark ink.

BERNARD C. PARKS  
Chief of Police

Distribution "B"



**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 38**

**December 4, 1998**

**SUBJECT: CRIMES OR INCIDENTS MOTIVATED BY HATRED OR PREJUDICE**

**PURPOSE:** The Los Angeles Police Department has long recognized the very serious nature of crimes and incidents motivated by hatred or prejudice and has taken an active leadership role in these investigations. As a result, a standardized protocol has evolved for the investigation of these acts including the gathering, maintenance, and dissemination of related information as well as the training of Department employees who handle hate crime occurrences. This Order establishes Department policy for investigating and reporting crimes and incidents motivated by hatred or prejudice and incorporates a procedure for these investigations into the Department Manual.

**POLICY:** The City of Los Angeles values the great diversity of its people and recognizes that a threat against any portion of our community is truly a threat against our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community. These occurrences generate fear and concern among victims as well as the entire community and have the potential of recurring, escalating and possibly causing counter-violence.

It is the policy of the Los Angeles Police Department to ensure that the rights of all people, as guaranteed by the Constitutions of the United States and the State of California, are protected. Among those constitutional guarantees is the right of all people to live without fear of attack by or threat from an individual or group due to hatred or prejudice. An act or threat of violence motivated by hatred or prejudice threatens this constitutional guarantee and generates fear and concern among victims and the public. When any act motivated by hatred or prejudice occurs, the Department will ensure that it is dealt with on a priority basis and use every necessary legal resource to rapidly and decisively identify the suspects and bring them to justice.

**PROCEDURE:**

**I. DEFINITIONS.**

**A. Hate Crime.** A hate crime is any criminal act or attempt directed against a person(s), public agency or private institution based on the victim's actual or perceived race, nationality, religion, sexual orientation, disability, or gender or because the agency or institution is identified or associated

with a person or group of an identifiable race, nationality, religion, sexual orientation, disability, or gender. A hate crime includes an act which results in injury, however slight; a verbal threat of violence which apparently can be carried out; an act which results in property damage; and, property damage or other criminal act(s) directed against a public or private agency.

- B. Hatred Incident.** A hatred incident is any non-criminal act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, or gender. Hatred incidents include, but are not limited to, epithets, distribution of hate material in public places, posting of hate material that does not result in property damage, and the display of offensive material on one's own property.

## **II. REPORTING AND INVESTIGATING.**

- A. Employees - Responsibility.** A Department employee who becomes aware of a crime or incident motivated by hatred or prejudice shall:

- \* Investigate the crime or incident in a timely manner;
- \* Notify the watch commander, Area of occurrence;
- \* Notify the Administrative Information Desk, Detective Headquarters Division (DHD), for inclusion of the crime or incident in the Chief of Police 24-Hour Occurrence Log and document the notification in the related report; and,
- \* Complete the appropriate crime or arrest report(s) and check the "MOTIVATED BY HATRED/PREJUDICE" box. If the incident does not constitute a specific crime, the PIR shall be titled "Hate Incident."

The unwillingness of a victim to sign a report or the absence of the victim does not exempt an officer from the requirement to complete a PIR.

- B. Watch Commanders - Responsibility.** Upon notification that a crime or incident motivated by hatred or prejudice has occurred, the Watch Commander shall:

- \* Review all reports for completeness, including the notification to DHD and cause the reports to be distributed as soon as possible, but no later than the end of watch;

December 4, 1998

- \* Direct a sergeant to immediately respond to the scene of a major crime or incident motivated by hatred such as major property damage involved, injury to victim, or vandalism to a house of worship;
- \* Make an entry regarding the matter in the Watch Commander's Daily Report, Form 15.80; and,
- \* Forward a copy of the Watch Commander's Daily Report entry along with a copy of the Sergeant's log documenting the contact with the victim to the Community Police Station (CPS) Hate Crime Coordinator.

**C. Detective Headquarters Division - Responsibility.**

Upon notification of a hate crime or incident occurrence, Detective Headquarters Division shall:

- \* Log the crime or incident on the Chief of Police 24-Hour Occurrence Log; and,
- \* Make notifications as required for any violent or major hate crime or incident.

**D. Records Personnel - Responsibility.** Upon receipt of a crime or incident motivated by hatred or prejudice report, records personnel shall:

- \* Enter the information into the Police Arrest and Crime Management Information System (PACMIS), including the "crime or incident motivated by hatred or prejudice" code; and,
- \* Distribute the report(s) as soon as possible, but no later than 24 hours after the report is taken. In addition to the established distribution, an extra copy of the PIR and Arrest report shall be distributed to:

- 1 - Detective Services Group
- 1 - Criminal Conspiracy Section, DSD
- 1 - Anti-Terrorist Division
- 1 - Community Relations Section, OCOP
- 1 - Information Resources Division

**E. Community Police Station Hate Crime Coordinator - Responsibility.** The Commanding Officer, Operations Support Division (OSD), is the Hate Crime Coordinator for his or her command and shall:

December 4, 1998

- \* Assign a specific detective supervisor to coordinate the investigation of all hate crimes and incidents;
- \* Ensure that a specific detective is assigned to investigate each crime or incident and that an appropriate response is provided to each victim including, but not limited to, compliance with the mandated ten day follow-up;
- \* Ensure that each crime or incident is entered into PACMIS properly; and,
- \* Cause a monthly summary of all hate crimes and incidents to be prepared and forwarded to the bureau commanding officer through the Area commanding officer within two business days of the following month.

**F. Detectives - Responsibility.** A detective assigned to investigate a crime or incident motivated by hatred or prejudice shall:

- \* Contact the victim within ten calendar days of the crime or incident and re-assure the victim of the Department's commitment to identifying the suspect and obtain follow-up information;
- \* Document any additional information on a Follow-Up Investigation, Form 3.14;
- \* Present all felony hate crime investigations in which the suspect is identified to the District Attorney Hate Crime Suppression Unit and, as appropriate, to the Office of the United States Attorney, Civil Rights Liaison for filing consideration;
- \* Present all misdemeanor hate crime investigations in which the suspect is identified to the Special Enforcement Section, Office of the City Attorney, and as appropriate, to the Office of the United States Attorney, Civil Rights Liaison; and,
- \* Provide the command's Hate Crime Coordinator with a copy of all reports related to the incident.

**G. Area Commanding Officers - Responsibility.** The Area commanding officer shall:

- \* Use all available resources in responding to community needs in combating hate crimes and incidents; and,



December 4, 1998

- \* Review and forward the monthly summary of hate crimes or incidents to the bureau commanding officer within two business days of receiving the monthly summary.

**H. Bureau Commanding Officers - Responsibility.** The bureau commanding officer shall:

- \* Review each subordinate command's monthly summary of hate crimes or incidents;
- \* Forward a copy of the monthly summaries to Detective Services Group (DSG), Information Resources Division (IRD), and Criminal Conspiracy Section (CCS) within two business days of receiving the reports; and,
- \* Initiate a semi-annual audit to verify the accuracy of each monthly hate crime summary submitted by subordinate commands and forward a copy of the audit to DSG.

**I. Commanding Officer, Detective Services Group - Responsibility.** The Commanding Officer, Detective Services Group (DSG), is the Department's Hate Crime Coordinator and shall:

- \* Maintain liaison with the Police Commission, Media Relations Section, the Federal Bureau of Investigation Civil Rights Program (CRP) Coordinator, U.S. Attorney, Department of Justice, outside agencies, and community groups regarding crimes or incidents motivated by hate or prejudice;
- \* Represent the Department on the Hate Crimes Task Force;
- \* Meet with the Chief of Police to discuss hate crime and incident patterns and the status of major crimes and on-going investigations;
- \* At least annually, meet with Community Police Station (CPS) Hate Crime Coordinators and conduct training; and,
- \* Keep abreast of all internal and external issues pertaining to hate crimes or incidents and, as appropriate, initiate changes to Department procedures in order to improve the Department's response.



**J. Criminal Conspiracy Section, Detective Support Division - Responsibility.** Criminal Conspiracy Section shall:

- \* Provide staff support to the Department's Hate Crime Coordinator;
- \* Cause a copy of each crime or incident report motivated by hate or prejudice to be forwarded to the District Attorney, City Attorney, California Department of Justice, and U.S. Attorney each month;
- \* Investigate any hate crime or incident which exceeds the resources of the geographic investigate unit, as directed by the Department Hate Crime Coordinator; and,
- \* Assist Investigative Analysis Section in providing Department personnel with investigative training on the proper handling of hate crimes or incidents.

**K. Anti-Terrorist Division - Responsibility.** Anti-Terrorist Division is responsible for reviewing reports of crimes or incidents motivated by hatred or prejudice (2/219.12).

**L. Information Resources Division - Responsibility.** The Information Resources Division (IRD), shall:

- \* Prepare and distribute statistical reports of hate crimes or incidents as requested by the Department Hate Crime Coordinator;
- \* Maintain statistical data for the purpose of identifying trends, Modus Operandi, and responsible suspects or groups;
- \* Prepare quarterly and semi-annual reports for the Department Hate Crime Coordinator; and,
- \* Prepare monthly, quarterly, and annual statistical reports and forward a copy to the California Department of Justice and the Federal Bureau of Investigation, CRP coordinator, within 10 days of the succeeding calendar month.

**M. Training Group - Responsibility.** Training Group is responsible for providing Department personnel with training pertaining to the proper handling of crimes or incidents motivated by hatred or prejudice.

December 4, 1998

**AMENDMENTS:** This Order amends Section 1/522, 4/203.25, 4/214.50, and 5/030.66 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0.080.30.



**BERNARD C. PARKS**

Chief of Police

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 39

December 1, 1998

**SUBJECT: ADMINISTRATIVE ADMONITIONS DURING NON-CRIMINAL INVESTIGATIONS**

**BACKGROUND:** On January 1, 1995, Government Code Section 3303, Subsection (f), was revised to provide for the exclusion of coerced statements, under certain circumstances, in subsequent civil proceedings.

**PURPOSE:** This Order revises the Employee Advisement Form, Form 1.81.5, and establishes procedure for advising sworn and civilian employees of their obligation to provide a statement during an administrative interview involving a non-criminal matter.

**PROCEDURE:**

- I. **EMPLOYEE ADVISEMENT FORM, FORM 1.81.5 - REVISED.** The use of the Employee Advisement Form has been revised to include non-criminal administrative investigations.
  - A. **Use of Form.** The use of this form has been expanded to include non-criminal administrative investigations.
  - B. **Distribution of Form.** The distribution of this form has not changed.
- II. **ADMINISTRATIVE ADMONITIONS DURING NON-CRIMINAL PERSONNEL INVESTIGATIONS.** When an employee refuses to answer a question during an administrative interview regarding a non-criminal matter, the employee shall be ordered to provide a statement. The employee shall be informed that failure to answer questions directly related to the investigation or interrogation may result in disciplinary action.

In cases where it is necessary to order an employee to provide a statement during the investigation of a non-criminal matter, the investigating officer shall:

- \* Read aloud the advisement for non-criminal misconduct from the Employee Advisement Form, Form 1.81.5, to the employee;

December 1, 1998

- \* Initial the box next to "Non-criminal Misconduct";
- \* Order the employee to answer administrative questions and provide a statement in the non-criminal matter per the admonishment at the bottom of the form;
- \* Request that the employee sign the Employee Advisement Form, Form 1.81.5;
- \* If the employee refuses to sign the Employee Advisement Form, the investigator shall write "Refused" on the appropriate line and document the refusal aloud during the taped interview;
- \* Include the Employee Advisement Form, Form 1.81.5, as an addenda item; and
- \* Ensure that a copy of the Employee Advisement Form is given to the employee who has been ordered to provide the statement.

**FORM AVAILABILITY:** The Employee Advisement Form, Form 1.81.5, will be revised at the next routine printing. Form 1.81.5 is attached for duplication as needed.

**AMENDMENT:** This Order adds Section 3/820.08 to the Department Manual.

**AUDIT RESPONSIBILITIES:** Bureau commanding officers and the Commanding Officer, Internal Affairs Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS  
Chief Of Police

Attachment

Distribution "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 40

December 2, 1998

**SUBJECT: REVERSION OF DEMOTED OFFICERS - IMPLEMENTED**

**PURPOSE:** Section 202 of the Los Angeles City Charter allows for demotion as a disciplinary penalty for sworn employees. This Order establishes the procedure for demoted officers to request reinstatement (reversion) to their previously held civil service classification and activates the Request for Reversion, Form 1.18.17.

**PROCEDURE:**

**I. REQUIREMENTS FOR REVERSION.** An officer who has been demoted for disciplinary reasons may return to a previously held civil service classification through the civil service promotional process for that class or upon approval of a Request for Reversion, subject to the following provisions:

- \* The officer must have at least one year of satisfactory work performance in the classification to which he or she was demoted;
- \* The Request for Reversion must be approved by the Chief of Police and the General Manager, Personnel Department;
- \* There must be a vacant position in the class to which the officer requests reversion; and
- \* If the Chief of Police denies the request for reversion, the employee may submit a new request for reversion annually thereafter.

**Note:** The officer will be required to complete a new probationary period in the requested classification if the probationary period was not previously completed.

**II. OFFICER - RESPONSIBILITY.** To request reversion to a previously held civil service classification, an officer shall submit to their commanding officer (C/O) a completed Request for Reversion, Form 1.18.17, a Request for



December 2, 1998

Transfer, Voluntary Reversion or Class Change, Form General 16-B, and a copy of each Performance Evaluation Report, Form 1.78 or Form 1.33, they have received in the reduced classification.

**Note:** The requesting employee must have received at least **one** evaluation report prior to requesting reversion.

**III. COMMANDING OFFICER - RESPONSIBILITY.** When a C/O receives a request for reversion from an employee, the C/O shall:

- \* Review the request for reversion;
- \* Prepare an Intradepartmental Correspondence, Form 15.2, which shall include:
  - \* A brief synopsis of the incident which resulted in the demotion;
  - \* A summary of the employee's work performance for the past year or longer;
  - \* A rationale for whether or not reversion is recommended; and,
- \* Approval signature blocks for the employee's group and bureau commanding officer, as applicable.

The Intradepartmental Correspondence; Request for Reversion; Request for Transfer, Voluntary Reversion or Class Change; and the Performance Evaluation Report(s) shall be forwarded to Internal Affairs Group via the employee's chain of command. Any additional comments or recommendations by a reviewing C/O, either for approval or disapproval, shall be placed on a separate Form 15.2, signed by the reviewing C/O, attached to the Request for Reversion, and forwarded to the next level of review (military endorsement).

- IV. **INTERNAL AFFAIRS GROUP - RESPONSIBILITY.** The Commanding Officer, Internal Affairs Group (IAG), shall present the request to the Chief of Police and then cause the Request for Reversion to be distributed.
- V. **CHIEF OF POLICE - RESPONSIBILITY.** The Chief of Police will either approve or deny the request. If the request is denied, the Chief of Police will return it to IAG for distribution. If the request is approved, the Chief of Police will, subject to the concurrence from the General Manager, Personnel Department:
- \* Determine the **paygrade, if any, and paystep** of such reversion; and,
  - \* Determine the civil service classification to which the employee will revert, if the employee held dual status prior to demotion.
- VI. **PERSONNEL DIVISION - RESPONSIBILITY.** Upon approval by the Chief of Police, the Commanding Officer, Personnel Division, shall obtain concurrence from the Personnel Department and assign the officer to the approved classification, paygrade, if any, and paystep.
- VII. **REQUEST FOR REVERSION, FORM 1.18.17 - ACTIVATED.** The Request for Reversion, Form 1.18.17, is activated.
- A. **Use of Form.** This form is used by sworn employees to request reversion to a civil service classification held prior to a demotion.
  - B. **Distribution.** If the Request for Reversion is approved by the Chief of Police:
    - 1 - Original, Personnel Division, along with the Request for Transfer, Voluntary Reversion or Class Change, Form General 16-B.
    - 1 - Advocate Section, Internal Affairs Administrative Division.

- 1 - Requesting officer.
- 1 - Each staff or command officer who reviewed the original request.
- 1 - Police Commission.
- 5 - TOTAL**

If the Request for Reversion is denied by the Chief of Police:

- 1 - Original, Advocate Section, Internal Affairs Administrative Division, along with the Form General 16-B.
- 1 - Requesting officer.
- 1 - Each staff officer or command officer who reviewed the original request.
- 1 - Police Commission.
- 4 - TOTAL**

**VIII. REQUEST FOR TRANSFER, VOLUNTARY REVERSION OR CLASS CHANGE, FORM GENERAL 16-B.**

- A. Use of Form.** This form is used by sworn employees to request transfer, voluntary reversion or classification change to a previously held civil service classification.
- B. Distribution.** If the request is approved by the Chief of Police:
  - 4 - Original and three copies to Personnel Division, along with the Request for Reversion.
  - 4 - TOTAL**

December 2, 1998

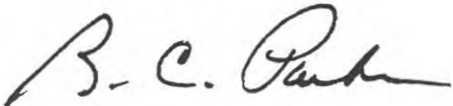
If the request is denied by the Chief of Police:

- 4 - Original and three copies to Advocate Section,  
Internal Affairs Administrative Division, along  
with Form 1.18.17.
- 4 - TOTAL

**FORM AVAILABILITY:** The Request for Reversion, Form 1.18.17, will be available for ordering from Supply Division within 90 to 120 days. A copy of Form 1.18.17 is attached for duplication as needed.

**AMENDMENTS:** This Order amends Section 2/107.11 and adds Sections 3/860.25 and 5/1.18.17 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Affairs Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"

LAPD Request for Transfer, Voluntary  
Class Change Under  
must accompany this request.

## REQUEST FOR REVERSION

For IAD Use

BF No.

Name (Last, First, Middle)			Serial No.	Division of Assignment	
Rank/Paygrade Demoted from	Pay Step	Date of Demotion	Completed probation at rank demoted from? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "yes", date probation completed:
Request Reversion to Rank/Paygrade:	Previously held the rank of both Detective and Sergeant? <input type="checkbox"/> Yes <input type="checkbox"/> No		Current Rank/Paygrade		Pay Step

I hereby request to be reverted to the above Civil Service Rank/Paygrade. I understand that the final recommendation as to reversion and the new classification shall be the prerogative of the Chief of Police and must be approved by the General Manager, Personnel Department. Should the reversion be granted, I understand that I may be transferred, at the discretion of the Chief of Police, to any vacant authority in the new classification. If I did not complete the probationary period in the class to which I am reverting, I will be required to start a new probationary period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Review of Request for Reversion

Rank Name - Division Commanding Officer	Division	<input type="checkbox"/> Reversion is recommended <input type="checkbox"/> Reversion is not recommended
Rank Name - Area/Group Commanding Officer	Area/Group	<input type="checkbox"/> Reversion is recommended <input type="checkbox"/> Reversion is not recommended
Rank Name - Bureau Commanding Officer/Chief of Staff	Bureau/Chief of Staff	<input type="checkbox"/> Reversion is recommended <input type="checkbox"/> Reversion is not recommended

### Decision of the Chief of Police

- ☐ Reversion is recommended subject to the below conditions.  
☐ Reversion is not recommended.

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

### Conditions of Reversion

Restored to Rank/Paygrade	Pay Step	Effective Date
<input type="checkbox"/> No probation is required. <input type="checkbox"/> New probationary period is required.		



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 41

December 23, 1998

SUBJECT: PHOTOGRAPHING NARCOTIC EVIDENCE FOR COURT

PURPOSE: Pursuant to Penal Code Section 1417.3(b), narcotic evidence will no longer be allowed in Superior and Municipal court buildings. Narcotics have been deemed a hazardous material and, as a result, only color photographs of such evidence will be allowed into the courtroom. The Department is in the process of developing a system whereby the photographs will be available through the Local Area Network (LAN). In the interim, this Order establishes a temporary procedure for photographing narcotic evidence and for officers to obtain that photograph for presentation in court.

IMPLEMENTATION: Effective November 1, 1998, only a photograph(s) of narcotic evidence will be accepted at the Compton Municipal and Superior Courts. Therefore, all Southeast Community Police Station narcotic arrests as well as those made by any other entity filing a narcotics case at the Compton Court shall comply with this Order immediately.

Effective December 1, 1998, only a photograph(s) of narcotic evidence will be accepted at the San Pedro Municipal Court and the Long Beach Superior Court. Therefore, all Harbor Community Police Station narcotic arrests as well as those made by any other entity filing a narcotics case at the San Pedro or Long Beach Court shall comply with this Order immediately.

On January 1, 1999, all other courts will only accept a photograph(s) for narcotics cases. At that time, all other Community Police Stations and Department entities shall comply with this Order.

PROCEDURE:

- I. OFFICER RESPONSIBILITY. Though the implementation of this procedure is staggered, there is no way to predict when an arrest will be calendared for court. To ensure that a photograph(s) is available for court, effective immediately all officers booking narcotics evidence shall:



- \* Complete and sign a separate Narcotic Evidence Booking Identification Card, Form 10.12.9, for each Analyzed Evidence-Narcotics Envelope;

**Note:** The Identification Card is not to be itemized on the property report. Officers are also reminded that a separate Analyzed Evidence-Narcotics Envelope shall be used to contain the evidence obtained from each arrestee (4/540.70).

- \* Place the Identification Card inside the Analyzed Evidence-Narcotics Envelope along with the evidence and seal the envelope;
- \* When subpoenaed, retrieve the photograph(s) of the narcotics from the booking officer's Subpoena Control Officer (SCO) and take **only** the photograph(s) to those courts wherein this procedure has been implemented; and,
- \* Either notify the SCO that the photograph(s) was admitted in court or return any photograph(s) to the SCO if they were not admitted or the case was continued.

For arrests made after issuance of this order, SID will automatically photograph both the evidence and the Identification Card together in one photograph and forward the photograph(s) to the booking officer's SCO. The photograph will assist the officer in testifying as to the identification of the narcotic evidence and establish chain of custody for court. For arrests made prior to issuance of this order and for those cases in which the SCO cannot locate a photograph, the officer shall telephonically contact SID and request that the evidence be photographed for court purposes.

**II. SCIENTIFIC INVESTIGATION DIVISION RESPONSIBILITY.**  
Scientific Investigation Division (SID) shall:

- \* Photograph all narcotic evidence at the time of analysis ensuring that the photograph(s) is consistent with the standards established by the courts;

- \* Provide the photograph(s) of the evidence to the booking employee's SCO; and,
- \* Upon request, photograph narcotic evidence when the SCO is unable to locate a photograph of the evidence or the evidence was not photographed at the time of analysis.

SID shall maintain liaison with and ensure that the Department's procedure for photographing narcotics evidence continues to be in compliance with the Superior and Municipal courts' standards.

**III. SUBPOENA CONTROL OFFICER RESPONSIBILITY.** The Subpoena Control Officer receiving the photographs from SID shall:

- \* Maintain a file of the photographs by DR number;
- \* Check each subpoena for a narcotics case to ensure that the photograph(s) is on file and so mark the Subpoena Control Book. If the photograph cannot be located, the SCO should contact SID immediately and request a copy of the photograph. This prevents an officer from discovering that a photograph is not available the day of court;
- \* Provide the photograph(s) to the officer when requested for court purposes and mark the Subpoena Control Book to indicate the photograph(s) was provided to the officer;
- \* Re-file any returned photograph(s) and so mark the Subpoena Control Book; and,
- \* Store all photographs until notified by the Property Disposition Coordinator (PDC) that the photograph(s) can be destroyed.

**IV. PROPERTY DISPOSITION COORDINATOR RESPONSIBILITY.** The Property Disposition Coordinator (PDC), upon receiving instruction for the disposition of all narcotics booked in relation to a case shall notify the SCO that the related photograph(s) can be destroyed.

December 23, 1998

V. NARCOTIC EVIDENCE BOOKING IDENTIFICATION CARD, FORM 10.12.9 - ACTIVATED. The Narcotic Evidence Booking Identification Card, Form 10.12.9, is activated.

- A. Use of Form. This form is used to facilitate the identification of narcotics evidence in court.
- B. Completion. The form shall be completed as instructed on the form.
- C. Distribution. The form is inserted into the Analyzed Evidence-Narcotics Envelope along with the evidence. It is not itemized on the property report.

**FORM AVAILABILITY:** The Narcotic Evidence Booking Identification Card is available from Supply Division. However, a copy is attached for use until the forms can be acquired.

**AMENDMENTS:** This Order adds Sections 4/545.13 and 5/10.12.9 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Support Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

  
BERNARD C. PARKS  
Chief of Police

Attachment

Distribution "A"